

HAY BEE CEE

Plateau State, Nigeria
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PROFILE SUMMARY

Result-driven accounting graduate with proficiency in applying accounting and business knowledge. Open to new challenges in finance and accounting firms in order to grow and gain hands-on expertise on applicable skills.

COMPETENCIES

- QuickBooks
- ICT Literacy
- Data Management
- General Ledger Accounting
- Time Management
- Relationship Building
- Teamwork and Collaboration
- Interpersonal Communication

WORK EXPERIENCE

Grace Hope Accounting Firm, Plateau

Accounting Assistant (NYSC)

June 2019 – Sept 2020

- Performed general ledger accounting on a daily basis.
- Developed monthly statements and financial reports.
- Compiled inventory reports and accounting policies for strict adherence by members of the staff.
- Assisted in the preparation of tax returns.
- Performed other functions as required.

EDUCATION

BSc in Accounting; University of Lagos, Akoka

2018

PROFESSIONAL CERTIFICATION

Institute of Chartered Accountants of Nigeria

July 2018

LEADERSHIP/VOLUNTEER EXPERIENCE

President; Accounting Students of Nigeria, Lagos Chapter

2015 – 2017

Member; Build the World Institute of Youth Advocacy

2014 – 2017