

# OKAFOR CHIDINMA ANITA

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## CAREER OBJECTIVE

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I am excited by new opportunities and finding realistic solutions to individual and organizational challenges. In three words: Dedicated, Passionate and Self-driven. I actively seek to learn and apply the knowledge I have acquired to contribute immensely to the success of firms. Ultimately, I would like to evolve into an asset for growth and development.

## PERSONAL DATA

- ❖ **Date of birth :** 27th July, 1993
- ❖ **Sex :** Female
- ❖ **State of origin :** Enugu
- ❖ **Local government :** Udi
- ❖ **Marital status :** Single
- ❖ **Nationality :** Nigeria

## EDUCATION

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- ❖ **University of Nigeria Nsukka (UNN), Enugu State**  
B.Sc. Accounting, Second class honors (Lower division) 2012 - 2016
- ❖ **Kizito international school, Kano State**  
Senior Secondary School Leaving Certificate (WASSCE) 2004 - 2010
- ❖ **Assemblies of God Nursery and Primary School, Kano State**  
First School Leaving Certificate (FSLC) 1999 -2004
- ❖ **Student of the Institute of Chartered Accountants of Nigeria (ICAN)** Till date

## WORK EXPERIENCE

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### CLASSY WORLD FASHION HOUSE (JUNE 2019 – OCTOBER 2020)

#### ***Business development executive***

- Oversee the sales process to attract new clients.
- Work with senior team members to identify and manage risks.
- Maintain fruitful relationships with clients and address their needs effectively.
- Research and identify new market opportunities.
- Responsible for researching and pursuing new business leads for the growth of the business.

### MINISTRY OF FINANCE, MINNA, NIGER STATE (APRIL 2018 – APRIL 2019)

#### ***Corper (NYSC)***

- Management of government financial asset
- Assisted in the preparation of state government budget
- Amortizes debts and general coordination of financial activities
- Participate in the negotiation of international free trade
- Preparing source documents like receipt vouchers, payment vouchers and cashbook.
- Preparing state's cash book and bank reconciliation statement with viable details.
- Resolving errors arising from miscalculation.

## SKILL PROFILE

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### Teamwork

- I am an active member and contribute to team's ideas and outcomes.
- I recognize the importance of working together as a team and try to encourage others who may not be as confident as others.
- In the 2016 FABSA Tour, I worked with a diverse range of students; we overcame language and cultural differences to work as a team to achieve success.

### Communication and Interpersonal Skill

- Throughout my studies, I have developed my oral communication skills,
- contributing to seminars and debates.
- Proficiency in the use of micro soft office tools such as:
  - MS word
  - MS excel
  - Power point

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## CORE COMPETENCIES

- Detail-oriented, organized and efficient professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Financial reporting skills.
- Effective at multi-tasking and resourceful in completion of projects.
- Proficient computer skills and accounting packages.
- Highly trustworthy, discreet and ethical.
- Good interpersonal skills.

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## REFERENCES

Available upon request.