**GLORY RESUME**

**ANUMNU GLORY AMARACHI**

**09052669334**

[**chizzyglory70@gmail.com**](mailto:chizzyglory70@gmail.com)

**CAREER OBJECTIVE**

A result driven and goal oriented individual who seeks an opportunity to make the best of my potentials and contribute to the organization growth and success.

**EDUCATION**

**Bereton Montessori primary school Rivers State.**

**(Nursery and primary school)**

**St. Martin De pores Girls College Ubima Rivers State.**

**(Secondary School)**

**Madonna University Okija Campus Anambra State.**

**(B.sc Accounting)**

**WORK EXPERIENCE**

BAYELSA STATE GOVERNMENT HOUSE YENAGOA.

Finance department-

(Accounts Assistant)

* Assist in facilating company document financial transactions such as payments, utility bills, invoices etc.
* Assist in recording transactions, balanced associated account, accounts update.
* Assist in collections,billing,audit and journal entries
* Assist in the department day to day function by performing entry level accounting duties.
* Assist in compile and prepare written report and summaries.

**SOFT SKILLS**

* Excellent communicative skills (verbal and written)
* Multitasking ability
* Time management
* Good decision making
* Attention to detail
* Adaptability
* Accuracy and precision
* Problem solving ability

**TECHNICAL SKILLS**

* Proficiency in Microsoft word & excel.

**REFEREES**

“Available on Request.”