

## **Nwobi Fortune Chukwudi**

The Pointer Newspaper,

Asaba, Delta State.

Telephone: 08089795262

Email: [nwobi.fortune@gmail.com](mailto:nwobi.fortune@gmail.com); [chuctune@gmail.com](mailto:chuctune@gmail.com)

### **Professional Profile**

A dedicated and results-driven Accounting graduate of Valley View University. Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. Well-grounded in the basic accounting principles and generally accepted standards namely IFRS and ISA, possesses the ability to also learn fast on a job. Enjoys being part of a successful and productive team, and thrives in pressurised and challenging working environments.

### **Career Summary**

**March-Present 2013: National Service at The Pointer Newspaper-Nigeria**

**Job description: Assistant Accounting Personnel**

**Duties:**

**Assistant Accounting Personnel**

- Worked in close conjunction with the sales team, record sales of Newspaper made in the country except in Lagos and account for the amount remitted to the Asaba Delta State Office.
- Assisted in keeping stock of the Office supply at the office and recorded the posting of the Request Slips.

**August-November 2011: Intern at MG&CH Co. Ltd, Accra-Ghana.**

**Job description: Sales Representative, Accounting/Administrative Assistant and Assistant Documentation Personnel.**

**Duties:**

**Sales Representative**

- Worked in close conjunction with the sales team to create and implement a retail network representation plan.
- Follow the sales team of four in look for and securing very profitable accounts for the firm.
- Provided excellent customer service and dealt with enquiries and orders.
- Kept stock of the products both at the office and warehouse.

**Key Contribution**

- Introduced the weekly sale sales report system which aided in reducing the large amount of reports used in preparing the monthly report and at the same time reduced the rate at which mistakes were made in the monthly report.

**Accounting/Administrative Assistant**

- With approval of Sales Director prepared the daily sales report by taking stock before and after every daily sale which was then compared with present stock level and revenue generated from to sales of the day.
- Maintain the creditors and debtors list by identifying and notifying the management of outstanding firm debits and due fund to be collected by the sales team from the firm's debtors.

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**August – December 2007: BIG G’S GYM, Lagos – Nigeria.**

**Job description: Records/Accounting Assistant.**

**Duties:**

**Records/Accounting Assistant.**

- Handled new accounts, aided them through the registration process.
- Managed old account, by notifying them of account expiration date.
- Provided comprehensive advice to clients on all aspects of the Gym’s services.
- Controlled the expenditure of the Gym in terms of petty cash book.

## **Education and Qualifications**

**March – Present 2013: Institute of Chartered Accountants of Nigeria (ICAN)**

**(Professional student Currently Writing)**

**March-Present 2013: National Youth Service (Awaiting Certificate)**

**August 2008 - 2012: Bachelor’s Degree in Business Administration (Accounting option),**

**(Second Class, 3.10 on the Scale of 4.00).**

**Valley View University, Accra-Ghana.**

**Some Course taken:** Micro and Macro-economics

Investment and Portfolio Management

Micro computer and computer skill

Advanced accounting and Cost accounting

**Skills acquired:** Tally accounting (Computer accounting skills)

Microsoft Word, excel and power point skill

**August 2007: Senior Secondary Certificate of Education (SSCE),**

**ST. Gregory College, Ikoyi Lagos Nigeria.**

## **Research and Other Publication**

**September 2012: The Effect of Internally Generated Funding In the Economic Development of Ghana.**

**(Research Project)**

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### **Professional Development**

- Marketing Management
- Presentation Skills
- Team Building

### **Communication Skills**

Language: Fluent

- English, Igbo, Nigerian Pidgin and Twi (Ghana).

### **IT. Skills**

- Microsoft office Packages, Tally accounting software, Internet and Email,

### **Personal Details**

#### **Interests**

Reading (current affairs), music and Chess

### **Referees**

Mr. Mawuli Ashiagbor

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MG&CH,

Cargo D'OR Building, KIA.

Accra Ghana.

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