

IRENE RAANE OPILI

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CAREER OBJECTIVE Diligent and adaptable professional with a strong sense of duty, committed to continuous learning and skill enhancement. Seeking opportunities to contribute expertise and stay current with evolving industry trends.

WORK EXPERIENCE

Accountant | Administrative Assistant Stonegate Engineering and Quarries Limited
June 2019 – October 2023

Accounting Tasks:

- Recorded and maintained daily financial transactions
- Processed Payroll
- Prepared tax returns
- Managed accounts payable and receivable
- Reconciled bank transactions
- Assisted the Chief Accountant with preparation of financial statement

Administrative tasks:

- Organized and scheduled appointments
- Maintained an efficient filing system
- Answered and directed phone calls and enquiries
- Managed calendars
- Performed general administrative duties

Admin Accountant Rockbridge Construction Limited
October 2018 – June 2019

Tasks

- Kept and maintained accounting records
- Processed accounts payable and receivable

Accounting Intern Mediaplus International Limited
September 2013 – October 2014

Tasks

- Kept and maintained accounting records

VOLUNTEER EXPERIENCE

Rotaract Club of Wuse 2, Abuja

Tasks

- Zonal treasurer of Rotaract Club of Wuse 2, District 9125 (2023 – present)
- Took part in several community projects and campaigns
- Helped facilitate free health care activities and entrepreneurial activities

SKILLS

Technical:

- Proficient in Quickbooks Desktop
- Microsoft Word, Excel, PowerPoint
- Trello
- Canva

Personal

- Excellent written and verbal communication skills
- Strong organizational abilities
- Effective leadership and teamwork skills
- Ability to maintain a clear boundary between personal and professional matters
- A dedicated learner with acute attention to detail

EDUCATION

- BSc. in Accounting University of Benin, Benin City, Nigeria (2015 – 2018)
- National Diploma in Accounting, Auchu Polytechnic, Nigeria (2011 – 2013)

CERTIFICATES

- Project Management
- Human Resources Management
- Customer Service and relationship management

REFERENCES

Will be provided upon request.