

# CHIOMA OKOROAFOR

Lagos

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An energetic finance graduate providing excellent analytical support to investment managers, enthusiastic, self-motivated, reliable, responsible, hard working, mature team worker, adaptable to all challenging situation, ambitious and wanting to make a difference in an organization's investment team, to add value to clients. With a proving track record with demonstrated drive, initiative and enthusiasm. Ability to work well under severe pressure and to prioritize tasks to ensure I always meet deadlines. Currently looking to join a company offering long-term career prospects.

## Work Experience

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### **Serving Nigerian Corps Member(ELETU-ODIBO JUNIOR HIGH SCHOOL); Business Studies Teacher**

National Youth Service Corps NYSC - Lagos

March 2023 to October 2023

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
- Provide individualized instruction to each student by promoting interactive learning
- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess and record students' progress and provide grades and feedback
- Maintain a tidy and orderly classroom
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings
- Plan and execute educational in-class and outdoor activities and events
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.
- Develop and enrich professional skills and knowledge by attending seminars, conferences etc.
- Monitoring a reporting manager's email and responding if required
- Preparing communications on behalf of a manager
- Answering phone calls
- Organizing travel and itineraries
- Organizing and planning meetings
- Taking notes and writing minutes during meetings
- Conducting or preparing any research that the reporting manager may require
- Various ad hoc requests

### **Serving Nigerian Corps Member (CMS GRAMMAR SCHOOL, Bariga; Assistant Accountant, Economics Teacher)**

National Youth Service Corp NYSC - Lagos

November 2022 to March 2023

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases

- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

### **Sales Representative**

PHOENIX STORES - Lagos

July 2015 to September 2020

- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.

### Education

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#### **Bachelor's degree in BANKING AND FINANCE**

UNIVERSITY OF LAGOS, AKOKA - Lagos

November 2016 to December 2021

#### **High school diploma or GED**

CIFMAN COLLEGE - LAGOS

September 2009 to July 2015

### Skills

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- Accounting
- Databases
- Presentation Skills
- Classroom Management
- Financial Analysis
- Pricing
- Recruiting
- Writing Skills
- Budgeting
- Financial Report Writing
- Payroll

- Human Resources
- Data Analysis
- Business Analysis
- Research
- Account Reconciliation
- Management
- Event Planning
- Tutoring
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Interpersonal skills
- basic computer skill
- Good team player
- excellent communication skill
- General office Procedures
- Filling and record Management
- Personal effectiveness
- Customer Satisfaction
- Creative thinking
- Appointment and Scheduling
- Team leadership
- digital skills
- Adaptability
- Positive impression
- Customer service

## Languages

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- English - Fluent
- Igbo - Beginner