

OKOYE NKEMAKONAM LYNDA

12 Rumuagholu Road, off Rumuokoro flyover, Port Harcourt

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Career Objectives

A young dynamic graduate in Marketing with love in relationship management. My ambition is to be the best in any role around a corporate working environment, I excel in multiple roles either as starter or to adapt to an already existing role.

I am analytical and reliable in thinking out possible solutions to spontaneous problems that arise in work processes, I can easily fit into new and challenging roles, I am open to learn new things and fit in perfectly.

Education

2018 – 2020 Federal Polytechnic Oko, Anambra State

- ❖ HND -Marketing

Certificates

2023

- ❖ NYSC Certificate
- ❖ Iso 4500:2018 – Principles of Occupational Health and Safety Management System.
- ❖ Diploma in Human Resources (HR)

Working Experience

1. 2018 –2019 Oluochukwu Micofinance Bank, Onitsha, Anambra State.

- ❖ Customer Service (Industrial Training)
- ❖ **Role Summary**
 1. Opening of accounts for customers
 2. Resolving customer related issues
 3. Review and explain account charges and issuance of ATM Cards

2. 2019-2020 Silver Super Market, Awka, Anambra State.

- ❖ Sales Manager & Accountant
- ❖ **Role Summary**
 1. Achieve growth and hit sales targets and turnover
 2. Design and implement a strategic business plan that expands business base.
 3. Build and promote strong, long-lasting customer relationships.
 4. Identify emerging markets and market shifts while being fully aware of new products and competition status.

3. 2021-2022, Winners Chapel Ihiala Head quarter, Anambra State.

- ❖ Accountant
- ❖ **Role Summary**
 1. Manage all accounting transactions.
 2. Timely preparation and publication of church financial statements.
 3. Handle monthly, quarterly and annual closings
 4. Reconcile accounts payable and receivable
 5. Ensure timely bank payments
 6. Timely preparation of pay roll for church pastors and workers.

3. 2022 – 2023 God’s Splendor Missionary Hospital, Pharmacy & Supermarket, 21 Farm Road, Eliowhani, Rumuodara, Port Harcourt, Rivers State.

- ❖ Accountant (Audit)
- ❖ **Role Summary**
 1. Perform internal audits on financial activities as necessary.
 2. Review both incoming and outgoing invoices
 3. Generate financial reports for review regulatory authorities

4. New Era institute – 9B Okujagu Road ,

- ❖ Account and Commerce Teacher (SS1 -SS3)

PROFESSIONAL SKILLS

1. Analytic skills
2. Problem solving Skills
3. Numerical Intelligence
4. Accounting Skills
5. Relationship management skills
6. Multi-tasking
7. Ms Office skills
8. Ms Excel
9. Ms Access

INTEREST/HOBBIES

1. Research leveraging internet research tools
2. Reading
3. Analytical presenter on issues of public interest.