

**BERTHA
CHINASA
NWAEGBO**

nwaegbobertha@gmail.com
(806) 117 -1024
49, Ajegunle Street, Lakowe

Ibeju -Lekki Lagos State

Education	River State University Accountancy, Bs. c, Southern Nigeria River State	9/2015
	Faith Computers Institute Diploma in Computer (Intermediate) Okene, Kogi State	7/2017

Summary: Financial and accounting professional with experience in the financial domain. Dedicated to providing accurate financial statements and other critical financial information. Deadline - committed, goal driven accountant. Detailed oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

Experience: XGO Finance Limited Credit Officer, Lagos State	12/2021
<ul style="list-style-type: none">➤ As an expert in credit Office, I analyze and verify applicant financial status.➤ Personal and business information to determine feasibility of granting loans.➤ Ensure efficient and prompt recovery of loans disbursed and interest accrued.➤ Negotiate payment arrangements with customers who have delinquent loans.➤ Monitor progress of existing loan➤ Maintain updated records of loan applications.	

Port Harcourt might Drops Co--operative Society Accountant, River State P/H	12/2020
<ul style="list-style-type: none">❖ Proficient in preparing and maintaining important financial record related to marketers❖ Raising and posting of vouchers❖ Responsible for payroll❖ Maintaining record of marketers shortages❖ Maintaining account receivable and accounts payable❖ Updating financial statement	

NYSC Subject Teacher: Etahi Okene, Kogi State	10/2016-11/2017
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National Drug and Law Enforcement Agency Secretary	10/201611/2017
<ul style="list-style-type: none">• Ensuring meetings are effectively organized and minuted• Manage the daily/ weekly / monthly agenda and arrange new meetings and appointments• file and update contact information of employees, customers, suppliers and external partners	

Emmy Best Global Services Sales Personnel / Cashier	10/2016
Responsibilities <ul style="list-style-type: none">- Provides a positives customer experience with fair, friendly and customers services- Register sales on a cash register by scanning items, itemizing and totally customers' purchases- Resolves customer issues and answers questions- Bags purchases if needed- Processes return transactions- Give product suggestion to customers when needed	

Skills	-	Pay attention to details	-	Organized and time management
	-	Accuracy, flexibility, reliability and team work	-	Computer skills
	-	Strong inter personal skills	-	Customer Service
	-	Communication	-	Leadership
	-	Active Listening	-	Problem Solving

Languages English, Ibo

Referees Dr. Constance I. Amannah (+234) 803 772 0614
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 Barrister Paul Dum
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