UDEJIMBA FAVOUR UGONNA

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PROFESSIONAL SUMMARY

Motivated Accountancy student currently pursuing a Higher National Diploma at Federal Polytechnic Nekede, with practical exposure to bookkeeping, sales reconciliation, and office administration gained through internship and work placements. Reliable and detail-focused, with a good grasp of financial record-keeping and a strong willingness to learn. Seeking an entry-level opportunity to apply and further develop accounting, administrative, and computer skills within a supportive organisation.

EDUCATION

Higher National Diploma (HND), Accountancy — Ongoing

Federal Polytechnic Nekede | Expected 2027

Ordinary National Diploma (OND), Accountancy

Federal Polytechnic Nekede | 2022 – 2024

PROFESSIONAL EXPERIENCE

Class Teacher | *Possibility Makers Academy, Owerri* Jan 2025 – Sept 2025

- Taught Cash Book to students, breaking down financial recording principles into clear, practical lessons.
- Taught Excel-based calculations, equipping students with foundational spreadsheet and computational skills applicable to accounting tasks.
- Reinforced students' understanding of basic bookkeeping and numerical concepts through structured, hands-on instruction.

Industrial Trainee (SIWES) | *Lekki's Park, Owerri* *Sept* 2023 – Dec 2023

- Gained practical, hands-on experience in accounting-related office functions as part of the Student Industrial Work Experience Scheme.
- Maintained and updated sales records, supporting accurate daily balancing of accounts.
- Assisted with general office and accounting duties, building a solid foundation in administrative and financial record-keeping practices.

Sales Representative | *Sallah's Boutique, Aba* Oct 2021 – Apr 2022

- Attended to customers' purchase requests and enquiries, delivering a consistently positive shopping experience.
- Managed daily sales operations, including processing transactions and maintaining accurate records.
- Reconciled and balanced daily sales figures, promptly identifying and resolving discrepancies to ensure financial accuracy.

Class Teacher | *Balm of Gilead, Aba* Sept 2020 – Aug 2021

- Taught and supported pupils across core subject areas, helping to reinforce classroom learning.
- Planned and managed classroom activities, fostering an engaging and structured learning environment.
- Monitored and supported individual students' academic progress.

TRAINING & DEVELOPMENT

Computer Appreciation

August 2026

- Completed training covering core computer literacy and Microsoft Office applications relevant to office and accounting environments.

SKILLS

- Accounting: Cash Book management, sales balancing, Excel-based calculations
- Computer: Microsoft Word, Excel, PowerPoint
- Interpersonal: Written and verbal communication, customer service, teamwork

REFERENCES

Available upon request.