OGBONNAYA NASPA ONYEDIKACHIM

Accounting Graduate

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Phone: +234-901-425-8010 **Location:** Lagos, Nigeria

PROFESSIONAL SUMMARY

Accounting graduate of Covenant University (B.Sc. Accounting, Second Class Upper, October 2026) with hands-on experience in bookkeeping, sales and purchase records, vendor communication and finance support. Completed a finance internship at IHS Towers and worked as Financial Manager and Vendor Relations Manager at Secret Sender. Organised, detail-focused and comfortable using Excel and working in a team.

PROFESSIONAL EXPERIENCE

Secret Sender **Lagos, Nigeria**
Financial Manager & Vendor Relations Manager *2025 – July 2026*

- Communicated with suppliers on social media platforms and in person.
- Maintained the Excel sheets where the business's sales and purchases were recorded.

IHS Towers **Lagos, Nigeria**
Technical Finance Intern (SIWES) *2025*

- Assisted with month-end financial reports, budget monitoring and cost control across business divisions.
- Worked with engineering and finance teams on capital expenditure projects.
- Gained practical exposure to asset management, IFRS and corporate governance.

Cute Gents and Ladies **Lagos, Nigeria**
Sales Representative *July 2023 – September 2023*

- Promoted products and built good relationships with customers to support sales.
- Handled customer questions and complaints politely and promptly.
- Grew the customer base through referrals and regular follow-ups.

EDUCATION

Covenant University **Ota, Ogun State, Nigeria**
B.Sc. Accounting – Second Class Upper (2:1) *Graduated: October 2026*

Wellspring College **Lagos, Nigeria**
Senior Secondary School Certificate (SSCE) *Graduated: 2022*

CORE COMPETENCIES

Accounting & Finance: Financial Analysis, Budgeting & Cost Control, Bookkeeping, Financial Reporting
Business Operations: Vendor Management, Procurement Coordination, Customer Relations, Market Research
Technology: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Data Entry, Financial Record Keeping
Creative & Digital: Content Editing, Presentation Design, Photo and Video Editing

PROFESSIONAL CERTIFICATIONS

- Chartered Institute of Administration (CIA)
- Institute of Chartered Accountants of Nigeria (ICAN) – ATS Program (In Progress)
- Alison: Microsoft Excel 2019 for Beginners
- Alison: Advanced Presentations with PowerPoint

LANGUAGES

- English: Native / Fluent
- Igbo: Professional Working Proficiency