

OKONKWOR CHINENYE

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CAREER OBJECTIVE

To apply my strong analytical abilities, customer service skills, and business expertise to drive sales growth, build strong customer relationships, and support organizational objectives in a fast-paced organization.

BIO DATA

• Date of Birth	7 March 2000
• Gender	Female
• Nationality	Nigerian
• State of Origin	Anambra
• Religion	Christianity

WORK HISTORY

Class Teacher (NYSC PPA)

GOVT GIRLS SEC SCHOOL RUMUEME PORT HARCOURT: APRIL 2025 – MARCH 2026

Duties;

- Taught Business studies to JSS 1 students
- Invigilated examinations and supervised students during extra-curricular activities
- Marked and recorded tests and examination results

Sales Accountant

TINNO VENTURES COMPANY JOS:

2016 – 2023

Duties;

- Reconciled sales transactions.
- Analyzed sales revenue and kept accurate records of sales book
- Managed account receivables
- Supervised the flow of goods and products from the suppliers to the end customers.
- Ensured compliance with accounting standards.
- Collaborated with sales team on strategies to increase sales.
- Ensured compliance with regulatory requirements, safety standards, and business policies.

EDUCATION

Bachelor of Science – Insurance

University of Jos, Jos Nigeria: (2020 - 2024)

WASSCE

Saints Academy Jos (2010 - 2016)

SKILLS & COMPETENCIES

- Good Customer Relations
- Competent in Computer Usage
- Business Development

INTERESTS & LANGUAGES SPOKEN

Interests: Social Media Usage, Reading, Making Research

Languages: English, Igbo