

GRACE CHINONYEREM EMMANUEL OKPARA

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PROFESSIONAL OBJECTIVE

Details oriented and analytical professional with over four(4) years of experience in accounting, transitioning into data analysis.

Skilled in collecting, cleaning, and interpreting data to inform decision-making. Experienced with Excel, data visualization and basic M & E frameworks.

Passionate about using data to drive insights and improve performance.

KEY SKILLS:

- Data Collection and Cleaning
- Excel and google sheet
- Data Visualization (Power BI,)
- SQL (beginner level)
- Monitoring & Evaluation basics
- Financial Reporting
- Attention to Details
- QuickBooks & Financial Software.
- Problem solving & Communication.

TECHNICAL SKILLS:

- Power BI: basic dashboard
- SQL: SELECT, JOIN, WHERE clauses
- Google Forms/Sheets: Data entry, collection and basic analysis
- Excel: Charts, Pivot tables and VLOOKUP
- QuickBooks: Financial data entry and reporting.

PROFESSIONAL EXPERIENCE:

- **ARTREE**
Data Entry Specialist/Officer
Date: 2nd September, 2024

- **TEEONE VENTURES LTD**

ACCOUNTTANT:

DATE: 4TH APRIL, 2023-2024 August

Diverse functions on sales, marketing, account receivables and payables,
Bank reconciliation Maintains customer's interest, record keeping on stocks,
purchases of goods on re-order level and making sure other FCMG companies
credit our account dully and on time.

Preparation of VAT and With-holding Tax

Preparation of PAYE of a company

Preparation of pension table.

- **YELLOW POINT GROUP**

ACCOUNT OFFICER:

DATE: JAN, 2021- SEPT,2021

DUTY: In Charge of Monthly Report, Keeping Record of all Transaction,

Account Payables and Receivables As well as other centers report.

Making sure that accounting measures is been met/target.

- **EDICHART PHARMACY AND STORES**

ACCOUNTANT:

DATE: 13TH SEPT, 2021- MARCH, 2023

Job Description: Payroll, invoicing, preparation of VAT

Preparation of PAYE and its statutory payments

And pension scheme

- **EDUCATION/CERTIFICATE:**

2024: Data Analysis

2022: Member, Institute of Chartered Accountant
of Nigeria. (ICAN) (in view)

2016/2017: NATIONAL YOUTH SERVICE CORP
(NYSC)

2012-2014 - **HND: Accounting**

Abia State Polytechnic – Aba Owerri Road, Abia State

2009-2011- **OND: Accounting**

Abia State Polytechnic – Aba Owerri Road, Abia State

2002-2008 - **SSCE: Social Science**

Govt Secondary School Dangara, Abuja.

1995-2002: **First School Leaving certificate**

- **REFEREES:**

Provides base on request