

Ukommadu O. Vivian-Angela



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EDUCATION

Chrisland University, Abeokuta, Ogun State

Bachelor of Social Science Degree – Accounting, October 2024 (First Class)

Queen's College, Yaba, Lagos State

West African Secondary School Certificate Examination (WASSCE), December 2020

Nazareth Nursery and Primary School, Festac, Lagos State

Primary School Leaving Testimonial, September 2014

PROFESSIONAL SUMMARY

A dynamic accounting professional with First-Class Honors from Chrisland University and certifications in Artificial Intelligence. I bring hands-on experience in accurate and proper financial documentation, budget preparation, and Excel and Microsoft Dynamics 365 from roles where I streamlined operations and supported senior management. I have a foundational understanding of taxation principles, including knowledge of tax regulations, and compliance. My administrative experience at Theis Nigeria Limited honed my skills in client support, data management, and handling banking transactions. Known for attention to detail, communication skills, and problem-solving, I am currently expanding my expertise through virtual assistant training, positioning me to excel in financial and operational roles.

SKILLS

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|-----------------|------------------------|--------------------------|
| • Leadership | • Communication skills | • Microsoft Applications |
| • Data Analysis | • Proofreading | • Problem solving |
| • Data Entry | • Team work | • Detail oriented |

WORK EXPERIENCE

Research Student; Chrisland University, 2024

- Led a research project on how green accounting affects financial performance, handling all data analysis myself using E-Views and Stata, which helped save my parents from additional costs.
- Helped my course mates with their data analysis, making their work easier and giving me a chance to learn more about the software.
- Assisted my lecturer by editing and proofreading projects, which not only reduced their workload but also allowed me to earn some extra income as a student.
- Conducted regular tutorial sessions for course mates, focusing on key topics in accounting and econometrics.

Student Industrial Work Experience; Lagos State Development and Property Corporation (LSDPC), 2023

- Assisted in recording payment vouchers and cheques, ensuring accurate financial documentation.
- Helped prepare the company's budget, contributing to financial planning efforts.
- Learned and applied Microsoft Dynamics 365 Software for various accounting tasks.
- Supported the general manager's office during peak workloads, reducing operational bottlenecks.
- Dispatched files and communicated with other departments to maintain smooth workflow.

Office Assistant; Theis Nigeria Limited, 2022

- Provided frontline support for clients and visitors, enhancing customer experience.
- Assisted with various administrative tasks, including organizing and updating data using Microsoft Excel.

- Handled important documents by efficiently managing filing systems and ensuring accurate record-keeping.
- Managed banking responsibilities, such as depositing cheques and withdrawing cash, contributing to financial operations.

PROFESSIONAL CERTIFICATIONS

AI Augmented Professional Development Skills in the Digital Age – ALX Program	2024
Certificate Course in Entrepreneurship and Leadership (CCEL)	2024

LEADERSHIP AND AWARDS

- Vice President, Nigerian Universities Accounting Students Association (NUASA), Chrisland University Chapter (2022 – 2023)
- Financial Secretary, Nigerian Universities Accounting Students Association (NUASA), Chrisland University Chapter (2023 – 2024)
- Award for Most Outspoken/Jovial Female in 300L, Accounting Department (2023)
- Award for Personality of the year in 400L, Accounting Department (2024)

REFEREES

Dr. Ibidunni Ayodotun Stephen

Senior Lecturer and Head of Department, Department of Business Administration,
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