

Augustina Ebaide, Ijie

1a, church Street, off jimoh shobowale Street, by mechanic bus stop,
magodo phase one - Lagos

Tel: +234 703 909 5461; Email: Ijieaugustina@gmail.com

Career Objective

I am a highly focused, calm and hardworking individual driven by the desire to achieve significant results with a positive “can-do” mindset at all times. I possess strong communication and problem-solving skills. I am seeking an interesting and challenging role in a forward-looking dynamic organization to actualize my potential in order to add value to its growth while developing and acquiring new skills.

Personal Profile

Date of Birth: 14 August 1994
Sex: Female
Marital Status: Single
LGA of Origin: Esan Central
State of origin: Edo State
Nationality: Nigerian

Education Qualification with Dates

Date	Institutions Attended	Qualifications Attained
2023-Date	Institute of Chartered Accountant	ACA (In View)
2015_2020	Ambrose Alli University, Ekpoma, Edo state	BSc (Hons) (Accounting) Second Class Upper Division
2012-2014	Auchi Polytechnic Auchi, Edo State	OND (Accounting) Lower Credit
2011-2012	Trust Computer Centre, Ekpoma, Edo State.	Microsoft Office: Word, Excel, PowerPoint
2005-20011	Ikekato Secondary school, Udowo Irrua, Edo State	West African School Certificate (WASSC)
1999- 2005	Ibore Primary School, Ibore Irrua, Edo State	Primary School Leaving Certificate

Personal Competencies

- Strong analytical and strategic thinking skills.
- Excellent team spirit and interpersonal abilities.
- Goal orientation and commitment to excellence.
- Flexibility, creativity and innovativeness.
- Good oral and written communication skills.

Work Experience

July 2022- Date

Marchandiser- Home of Tailouring, Salako Cl, Isheri Bus Stop Lagos

Key Responsibility:

- Creating and processing invoices
- Cross- checking invoices with payments to ensure accuracy
- Analyzing sales figures, customers reactions and market trends
- Maintain store shelves and inventory
- Forecast profits/sales and plan project

June 2021 – May 2022

Accounting Subject Teacher – NYSC/G- Progress College, Ijebu-Ife, Ijebu East
Local Govt Area, Ogun State

Key Responsibilities:

- Ensure the timely preparation of teaching notes, research materials and corresponding approval of works by the Head of the Department.
- Impact knowledge through practical and theoretical teachings.
- Attend meetings; Take notes and prepare minutes during meetings.
- Provide support to the staff and colleagues in organizing seminars, teachings, workshops,
- Training courses and other meetings inside and outside the school premises.
- Communicate, relate & liaise with the community, organisations & partners to ensure success in assigned by the School Principal, and School Management.

August 2014 – February 2016

Accounts Assistant - Sim Properties and Homes ltd, plot 5, Channels TV Road,
Isheri North, Lagos State.

Key responsibilities:

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in monthly, quarterly, and annual reporting.

COMPUTER SKILLS

- Wordpress
- MS Office Applications: Outlook, Word, PowerPoint, OneDrive, Excel, Teams and insight.

HOBBIES

Reading, listening to gospel music, acquiring new skills, and Travelling

REFEREES

Name: Dr. Ben Asuelimen
Title: Admin Associate, United Nation High Commission for Refugees (UNHCR), Abuja
Phone: Tel: +234-8033260629; Email: ijieben@unhcr.org

Name: Ms Courage Ibhariale
Title: Welfare Officer, Esan Central Local Govt Secretariate, Irrua, Edo State
Phone: Tel: 07039442344; Email: Ibharialecourage@gmail.com

Name: Dr. Sunny Oriaifo
Title: Director of Farm Unit, Ambrose Alli University
Phone: Tel: +234-80376736 16; Email: sunnyoriaifo66@gmail.com