

Stella Utethe

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EDUCATION

University of Lagos

Programme: Bachelor of Science, Business Administration

Oct 2023

Academic Standing: First Class

PROJECTS / ACHIEVEMENTS / AWARDS

- Final Year Project on “*The Impact of Social Networking Sites (SNSs) on Entrepreneurial Intentions: A study of Undergraduates in the University of Lagos*” May 2023
- Awarded Best Student in Accounting and Maths, Lagos State Model Colleges, Igbonla July 2015

WORK EXPERIENCE

Personal Assistant / Educational Counsellor, Bevisst Consulting

Jan 2022 – Mar 2025

- Streamlined communication with over 15+ student clients and international Universities by managing emails.
- Facilitated student applications and ensured a 95% admission success rate for students with adequate guidance throughout the enrollment process.

Secretary/Bookkeeper, Bizy-Bee Nigeria Limited (NYSC)

Nov 2023 – Oct 2024

- Recorded daily production quantities and sales quantities for the two company products.
- Drafted and typed letters and documents used to facilitate normal course of operation.

Accountant, Lekki Paradise 2 Estate Residents Association

Sept 2022 – Feb 2024

- Analyzed and documented financial performance metrics, including tracking over 14 distinct cost categories.
- Prepared and presented periodic financial statements and provided advice to the association’s Board of Management on Financial matters.

Intern/ Account Officer, Civil Servants Empowerment Society (CSES)

Oct 2021 – Nov 2022

- Ensured accurate financial record-keeping which aided timely identification and resolution of discrepancies.
- Built strong relationships with customers, provided personalized support, and resolved account issues promptly which resulted in a 10% increase in customer retention, 90% positive customer feedback rating, and 5% Increase in customer referrals.

LEADERSHIP EXPERIENCE

General Secretary, Anglican Students’ Fellowship, Lagos Chapter

Jun 2021 – Jun 2023

- Oversaw the administrative activities of ASF branches in 11 tertiary institutions in Lagos.
- Organized periodic meetings and provided minutes of each meeting.
- Successfully organized 2 Chapter Conferences together with other executives.

VOLUNTEER ACTIVITIES

- Administrative Assistant, Lifeline Milestone Inclusive Development Consult Jul 2023 – Present
- Tutored colleagues and junior students in my third and final year in University Sept 2022 – Mar 2024

SKILLS AND INTERESTS

- Computer Skills - Proficient in Microsoft Word, Excel, PowerPoint
- Data Analysis Skills – SQL, Power BI (Beginner)

PROFESSIONAL QUALIFICATION

- The Institute of Chartered Accountants of Nigeria (ICAN) Ongoing
- Associate, Chartered Institute of Human Resources Management (ACIHRM) 2024