

UKATU LUCY NDIDIAMAKA

OBJECTIVE

I thrive on challenges and look forward to working in a competitive environment, where my skills will be utilized and improved upon. I will be ready and willing to work in a modern corporate environment where client satisfaction is a priority, whilst hard work and loyalty is promptly and duly rewarded.

EXPERIENCE

Specks & Time Ltd

2024 – 2025

Sales Representative

Duties:

- Present, promote, and sell products or services to existing and potential customers
- Identify and contact prospective clients through cold calls, referrals, and networking
- Understand customer needs and recommend suitable products or solutions
- Achieve agreed sales targets and outcomes within set schedules
- Negotiate prices, terms of sale, and contracts with customers
- Maintain accurate records of sales activities, customer interactions, and transactions.

Onuwabuchi Ukatu & Company LTD Lagos

2021- 2023

Assistant Accountant

Duties:

- Supports the accountant in completing basic book keeping clerical and account tax for the company.
- Preparing company budgets, building and assessing financial
- report and managing a business' payroll processes.
- Maintain company ledgers and daily financial transactions.

CONTACT

ukatulucy2011@gmail.com

07061149645, 09070791718

25 Monsurat Olayinka Way, Lekki Scheme 2. Ajah.

SKILLS

- ✓ Accountable
- ✓ Problem solving
- ✓ Decision making
- ✓ Microsoft office
- ✓ Communication
- ✓ Quick learner

REFERENCES

Mr Jonathan Agu

Specks and Time Ltd

Director

08033192442

Mr A .O. Ukatu Esq. FAA1,CNA, ACTI -

"Onuwaabuchi Ukatu & Co"

Managing partner

oukatu@yahoo.com

08023535455 , 08052373355

LANGUAGES SPOKEN

- ✓ English
- ✓ Yala

- Verify payment and deposits made through the company account and coordinate to the bank.

EDUCATION

NATIONAL OPEN UNIVERSITY OF NIGERIA

2018 - 2023

LAGOS MAINLAND STUDY CENTER

BSc Accounting

CARDOSO CATHOLIC SECONDARY SCHOOL

2011– 2017

Location: Lagos, State

Senior School Certificate Examination (S.S.C.E)

ROLEX CHILDREN SCHOOL

2005– 2011

Lagos, State

First School Leaving Certificate (F.S.L.C)

Certifications

NYSC Exemption Letter, issued [2023], National Youth Service Corps (NYSC)