

Fru Chelsea Angel Neh

Email: angelnehfruchelsea@gmail.com

Professional Summary

Motivated and detail-oriented Accountancy student with internship experience in the microfinance sector. Skilled in Microsoft Word, Excel, PowerPoint, and basic Canva. Strong communication, organizational, and problem-solving skills. Seeking remote opportunities as a Virtual Assistant, Data Entry Clerk, Customer Support Representative, Administrative Assistant, or Accounting Assistant.

Education

University (2024–2026) - Accountancy

Internship Experience

Intern – Ntarinkon Cooperative Credit Union

- Assisted with daily administrative and accounting tasks.
- Handled financial records and documentation.
- Maintained confidentiality of customer information.
- Used Microsoft Office to organize and prepare documents.

Academic Project

The Effects of Internal Control on Fraud Detection and Prevention in Microfinance Institutions (MFIs).

Skills

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Basic Canva, Data Entry, Communication, Time Management, Attention to Detail, Teamwork