**MOSES PRECIOUS CHIKA**

**N0.9 Ilom Street No: 08062511564**

**Woji , Port Harcourt, E-mail:mchikason@gmail.com**

**Rivers state. Nigeria.**

**CAREER OBJECTIVES**

* **To be successful in any working environment I find myself and contribute to the positive growth of the establishment/company.**
* **To work in a professional stable organization that has business culture and social value as well as prospects for personal development and growth.**

**PERSONAL PROFILE**

**I am a highly efficient and creative person who is motivated by challenges. Also have a good communication skill and can work with little or no supervision individual or in a team environment.**

**Date/place of Birth: 1st May 1993 Abia State.**

**Sex: Female**

**Marital status: Single.**

**State of origin: Abia state**

**Local Govt. Area: Isiala Ngwa North.**

**Nationality: Nigerian**

**EDUCATION AND QUALIFICATIONS**

* **2017-2018 kenule beeson saro-wiwa polytechnic, Bori (kenpoly) Nigeria**

 **Higher national diploma (HND) in Banking and Finance**

 **(Upper credit)**

* **2014-2015 Rivers State Polytechnic, Bori (Rivpoly) Nigeria.**

 **National Diploma in Banking and Finance (lower credit)**

* **2005-2011 Ifeanyichukwu international secondary school, Aba.**

 **Certificate Examination (SSCE)**

 **Work EXPERIENCES /PROJECT**

 **Position/ task**

**GTP Global resources**

**Eneka igwuruta road port Harcourt Assisted the procurement management,**

 **and helping in evaluating suppliers, products, and**

 **Services, also ensuring that product approved**

 **purchases are cost –efficient and of high quality.**

 **ONE YEAR INDUSTRIAL TRANING**

 **Date : January 2016-december2016**

**Company : GTP Global Resources**

 **Task : Reliability assistant**

* **Inspect the site to ensure it is a hazard-free environment.**
* **Conduct investigation of all accidents and near-misses**
* **Verifies that injury logs and reports are completed and submitted to related government agencies**
* **Promotes safe practices at the job site**
* **Establish safety standards and policies as needed**
* **Verifies that all tools and equipment are adequate and safe for use.**
* **The safety officer reviews and approves all subcontractors safety plans .**
* **Reports to concerned authorities as requested or mandated by regulation.**
* **Four months student working experience scheme (S.I.W.E.S) industrial training**.

 **FOUR MONTHS INDUSTRIAL TRANING**

 **Date : October-february2014**

 **Company: Theodor computer training center**

 **Task: Training on micro soft word, and micro soft excel.**

 **NYSC:**

 **Date: 27th march 2019 -5th march**

 **Ministry of finance Asaba,**

 **Finance and accounting department.**

 **Oshimili south, L.G.A. Delta State.**

 **ASSIST IN**

* **Maintenance of office cash book, ensure it is always updated**
* **Preparation of bank reconciliation statements**
* **Preparation of payment vouchers**
* **Maintenance of departmental vote book**
* **Retirement of overhead vouchers**

**SKILLS AND ABILITIES**

* **Ability to learn fast**
* **Computer literate: efficiency in the use of Micro soft word, Microsoft Excel. I also possses a very good ability to learn any computer software or application very quickly whenever it is necessary.**
* **Work well under any team environment, pressure and deadlines.**
* **Ability to work in the field under any weather condition and endures stressful conditions in the field.**
* **Work well done.**

**HOBBIES**

**READING, COOKING AND SWIMMING**

**REFEREE(S)**

**Engr. Ezinna Ogbuokiri**

Total E&P Nig Ltd

08063661753

**Mrs. Ifenyinwa Adirije**

**Onshore Buyer**

Seadrill mobile unit Nigeria Ltd

Banana Island,Ikoyi lagos.

07035333434