

ISIRIMAH, EBERE LORRITA

Banker

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No. 19 Road 2, Elipowu-Odu Okporo Road Off Sars Road, Rukpokwu, Port Harcourt, Rivers State, Nigeria.

CAREER OBJECTIVE

To make a long term career/work in stable organization where challenges, new innovation and continuous training for personnel on new innovation is of top priority.

PERSONAL DATA

Date of Birth: 22nd September, 1997.
Sex: Female
State of Origin: Rivers State.
Local Government: Ogba/Egbema/ Ndoni
Nationality: Nigerian
Marital Status: Single

EDUCATIONAL QUALIFICATIONS

2003-2009 First School Leaving Certificate (FSLC) Glorious Primary and Secondary School, Akabuka, Omoku River State.

2009-2014 SSCE, West African Examination Council (WAEC), Government Secondary School, kreigani, Omoku, River State.

2014-2016 National Diploma (ND) Banking and Finance, Imo State Polytechnic, Umuagwo, Owerri Imo State.

2017-2019 Higher National Diploma (HND) Banking and Finance, Imo State Polytechnic, Umuagwo, Owerri Imo State.

2020-2021 National Youth Service Corps Anambra West Local Govt. Anambra State.

PROFESSIONAL EXPERIENCE

Company: Niger Delta Development Commission (NDDC)
Designation: (SIWES) Assistance Secretary to the Manager.
Department: HR/Admin
Duration: November 2016 – September 2017

Experienced In:

- x Ensuring Meetings are effectively Organized and scheduled.
- x Proper Documentation of Meetings minutes
- x Keeping In touch with Client.
- x Keeping Track and Records of all the Visitors received.

PROFICIENCY

Communication Skills:

Excellence Working Communication Skills.

Job-Related Skills:

- x Perfect at Building Work Interpersonal Relationships.
- x Strong Problem-Solving Skills.
- x Ability to Work Under Minimal or No Supervision.
- x Ability to Work in a Challenging and High-Pressure working Environment.
- x Reliable while working with Team and strong ability to deliver any Project/Job at a stipulated time.
- x Well Informed about Workshop/Field work ethics and Safety Precautions to be taken while at work.