

# GODWIN JOYCE HARFORD

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Port Harcourt, Rivers State  
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## PERSONAL DATA

**Sex:** Female  
**Date of Birth:** 27<sup>th</sup> April, 1993  
**State of Origin:** Rivers State  
**Local Government:** Ikwerre  
**Marital Status:** Single  
**Religion:** Christianity  
**Nationality:** Nigeria

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## PERSONAL PROFILE

1. Excellent oral and writing communication
  2. Demonstration of honesty and integrity in all actions
  3. Ability to work with team.
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## CAREER OBJECTIVES

Ability to work under pressure, good coordination skill and good interpersonal skill. Motivated to maintain smooth and efficient operations by applying exceptional administrative abilities and independent decision making skill.

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## INSTITUTION ATTENDED WITH DATES

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|--|-------------|
| 1. Rivers State University (Banking and Finance)   | 2014-2018   |
| 2. Community Secondary School                      | 2001- 2007  |
| 3. Brilliant International Nursery &Primary School | 1996 - 2001 |
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## QUALIFICATION OBTAINED WITH DATES

- | QUALIFICATION  | DATES |
|--|-------|
| 1. Certificate of National Service (NYSC)            | 2020  |
| 2. Bachelor of Science (B.Sc) in Banking and Finance | 2018  |
| 3. National Examination Council (NECO)               | 2007  |
| 4. First School Leaving Certificate                  | 2001  |
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## WORKING EXPERIENCE

**Organization:** Investment one Financial Services

**Position:** Security Supervisor

**Responsibilities:**

- Supervised team of 5 security men on shift
- Monitored property and investigated any areas of suspicions.
- Implemented security measures and incident reports with detailed account of occurrences.

**Duration:** 2009 – 2012

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**Organization:** Rivers State University

**Position:** Office Assistant

**Responsibilities:**

- Preparation of lecture notes
- Arranging of classes for lectures
- Process requests and messages to the appropriate personnel's.

**Duration:** 2018 – 2020

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**Organization:** Board of Internal Revenue (State Secretariat, Idongesit Nkanga, Uyo)

**Position:** Finance Department

**Responsibilities:**

- Managing records and receipts.
- Processing invoices.

**Duration:** 2019 – 2020

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**Organization:** ICS Outsourcing Limited/Access Bank

**Position:** Branch Operations/Customer Service

**Responsibilities:**

- Sorting of cash for ATM Machine
- Receiving deposit from customers
- Vaulting in cash from tellers
- Transactions using POS
- Attending to customer's need and complain

**Duration:** 3<sup>rd</sup> June till date

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## HOBBIES

Travelling, Reading, Cooking, Meeting people and Dancing

## **REFEREES**

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**Professor S. N. Amadi**

Department of Economics Rivers State University

Tel: 08037919428

**Dr. J. I. Onyema**

Department of Economics Rivers State University

Tel: 08033394463

**Dr. H. W. Akani**

Department of Banking and Finance Rivers State University

Tel: 08032680313

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