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| **IMMACULATE OCHANYA EMMANUEL**  **Mailing Address:** Igueve Hotel lane, opposite Guarantee Trust Bank, Makurdi, Benue  **Phone:** 08103097568, 07067044198  **Email:** [emmanuelimmaculate63@gmail.com](mailto:emmanuelimmaculate63@gmail.com)    **BIO DATA**  Date Of Birth – 25/04/1994  State Of Origin – Benue  Local Government Area – Ado  Marital Status – Single  Sex - Female  **PROFESSIONAL SUMMARY**  I Posses excellent communication skills with a keen eye for details. I am fast learners and quick to pick new skills, whilst serving as an excellent team player. I have a determination to further my skills and development while achieving set organizational goals.      **EDUCATIONAL QUALIFICATIONS**   * **NCE – English Double Major**  **2013 - 2016** * Benue State College of Education, Oju * **West Africa Senior School Certificate 2007 – 2012** * Ben Secondary School, Otukpo Benue State * **First School Leaving Certificate**  **2002 – 2007**   St. Joseph Nursery & Primary School, Otukpo Benue State  **CORE COMPETENCIES AND SKILLS**   * Excellent Time Management  Analytical and Creativity skills * Excellent Team member  Proficiency in MS Office (Word, Excel,) * Spoken proficiency in English,   Hausa, Yoruba & Idoma | |
| **WORK EXPERIENCE**  **FIDELITY BANK PLC – Benue [January 2020 – October 2021]**  **Customer Service Officer**   * Attending to and providing solutions for dissatisfied customers * I periodically create and provide solutions based information to suit customers’ needs   I proactively assist customer’s where necessary and guide them through new services  **Service Teller**  **.** Handling routine tasks like accepting deposit, processing payments and disbursing withdrawals to customer.  **SUCCESS ACADEMY INTERNATIONAL SCHOOL – Benue [2016 – December 2019]**  **Class Teacher**   * Administered and developed subject-specific assessments for the purpose of assessing student competency levels and developing individual learning plans. * Advised Parents and legal guardians of student progress for the purpose of communicating expectations, student's achievements and developing methods for improvement.   **BEN SECONDARY SCHOOL – Benue [January 2012 – April 2013] Class Teacher**   * Assessed student progress towards learning targets, objectives, expectations, and goals through tests and examinations. * Counseled students for the purpose of improving performance, health status, appropriate behavior, problem-solving techniques and a variety of personal issues.   **CONTINUOUS PROFESSIONAL DEVELOPMENT**     * Catering and Nutrition – **Evergreen Skill Acquisition 2018** * Certificate of Achievement in integrated and management system **2020** * Certificate of Achievement understanding digital business transformation  **2020**   **HOBBIES**  Reading, Teaching and Singing  Referee: Bar,TEMITOPE OLUWATOYE.07062662096 | |