



IKPI ETSONSE POLYCARP (MISS)

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PERSONAL DATA

Date of Birth:	15 th September, 1989
Place of Birth:	Bauchi
State of Origin:	Taraba
Local Government Area:	Takum
Nationality:	Nigerian
Gender:	Female
Marital Status:	Single
Language Spoken:	English and Hausa
Present Employer:	Gemstone Microfinance

CAREER OBJECTIVES

To succeed in an environment of growth and excellence
And earn a job satisfaction and self-development to help
Achieve personal as well as organizational goal.

PROFILE

A self-motivated individual with ability to push in achieving the best results having possessed the necessary basic skills in Economics. Possesses good verbal and writing skills. Computer literate, conscientious and has the ability to work under pressure without need for constant supervision. A fast learner, industriously associating with the people of different temperament, a good team member and even better a leader.

SKILLS

Ability to learn very fast, knowledge of computer operation (M.S word, Excel, Power point and internet) Interpersonal communication skills.

EDUCATION & QUALIFICATIONS WITH INSTITUTIONS & DATES

Kwame Nkrumah University of Science and Technology Kumasi (Lower Credit)	2011 – 2015
ECWA Secondary School Miango	2004 – 2007
Immaculate Conception Secondary School, Bauchi.	2001 – 2004
Federal Polytechnic Staff School, Bauchi.	1995 – 2001
Command Day Primary School, Bauchi.	1993 – 1995

QUALIFICATIONS CONTAINED WITH DATES

National Youth Service Corps	2017
B.A Economics	2015
Senior Secondary School Certificate	2007
Primary School Certificate	2001

WORKING EXPERIENCE

GEMSTONE MICROFINANCE SUITE C17, 18 & 19 HASSAN BAPPA CITY SHOPPING PLAZA, OPPOSITE OBASANJO COMPLEX, NO 161 PALACE WAY, JALINGO, TARABA STATE. JANUARY 2021 – TILL DATE.

- Evaluate credit worthiness by processing loan applications and documentation within specific limits
- Interview applicants to determine financial eligibility and feasibility of granting loans.
- Complete loan contracts and counsel clients on policies and restrictions.
- Provide account services to customers be receiving deposits and loan payment, cashing checks, issuing adashe withdrawals, target savings, fixed deposits.
- Answer all the necessary questions from customers.

CONTENT TRANSLATOR, ANAKLE NIGERIA LIMITED, LEKKI PHASE 1, ETI-OSA, LEKKI, LAGOS (BAUCHI OFFICE). 2017 – 2018

Responsibilities:

- Converting text and audio recordings in one language
- Ensuring translated texts conveys original meaning and tone
- Reading Material and researching.
- Creating compelling content

ABUBAKAR TATARI ALI POLYTECHNIC P.M.B 0094 CONSULTANCY SERVICE UNIT, BAUCHI, BAUCHI STATE. 2016 – 2017

Responsibilities:

- Issuing of teller to students
- Summarize financial status by obtaining data from students.
- Supervise students Examinations

POLYDOS & SONS INVESTMENT JALINGO, TARABA STATE. WORKED AS HEAD OF OPERATIONS. 2008 – 2011

Responsibilities:

- Designing policies, overseeing customer service and implementing technology solutions.

PROFESSIONAL QUALITISE

- Ability to learn very fast
- Knowledge of computer operation (M.s word, Excel, Power point and internet)
- Interpersonal communication skills

DISTINCTION AND AWARD

- Bauchi State Honours Award Certificate.
For outstanding performance and diligence in the discharge of my duties as a national youth Service Corps member.
- 2 Days Stakeholders sensitization Forum on the National Small Arms and Light Weapons Survey in Nigeria.
Organized by:
Presidential Committee on Small Arms and Light Weapons (PRESCOM) 2016

HOBBIES

Reading, Researching, Travelling

REFEREES

Mr Prince Boakya Frimpong

Kwame Nkrumah University of Science and Technology, Kumasi.

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00393891406652

Mr Sani Mohammed Musa

Abubakar Tatari Ali Polytechnic. P.M.B 0094

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Mike Dio Jen

Provost

College of Education Zing

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