

ADUGBO JULIET



PERSONAL INFO:

Date of Birth: 27/09/1995
Address: 36 Maternity Junction Ovwian, Udu.
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Marital Status: Single

PROFILE

Competent cashier with passion for customer service exceptionally organized, focused and versatile with exemplary cash register system skills and phone etiquette. A Quick learner interested in new systems and technologies that help contain high level of customer satisfaction.

QUALIFICATION

- ✓ Bachelor of Science Certificate 2018
Finance and Banking
Second Class (Upper Division)
University of Port Harcourt, Rivers State.
- ✓ West African Leaving Certificate 2012
Distinction in Financial Accounting
Majesty Secondary School, Ovwian.
- ✓ Primary School Leaving Certificate 2006
Jenny Secondary School Mofor, Delta State.

CERTIFICATION

- ✓ Certificate of National Service 2020
National Youth Service Corps (NYSC)
Uyo Akwa Ibom State.
- ✓ Digital Marketing Skills Certificate 2020
Google Digital Skills for Africa

SKILLS

- ✓ Cash handling and calculative
- ✓ Computer Knowledge
- ✓ Meticulous attention to details
- ✓ Technical Skills
- ✓ Customer service
- ✓ Time management

WORK EXPERIENCE

Cashier/Billing Officer 2020 – Present
Soteria Eye Clinic
28 Okotie Street, Off Okumagba Avenue Warri, Delta State.

- ✓ Received payment from patients in the form of cash, credit card, transfers and cheque. Issuing of receipts and keeping track of cash and credit transactions.
- ✓ Co-ordinated the billing analysis and metrics of various HMOs, using their tariff prices, requesting for eligibility and pre-authorization codes via their portal, mails or calls to ensure their enrollees access optical care and bills sent to them after all procedures, diagnosis and drugs has been calculated at the end of each month.
- ✓ Proven ability to work efficiently with on-line automated systems, following up technology practice and procedures while demonstrating meticulous attention to detail

Accounting Teacher (NYSC) 2019 – 2020
Community Secondary School Aka Offot Uyo, Akwa Ibom State.

- ✓ Assessed and reported on the development progress and attainment of students by on- going observations and standardized testing.
- ✓ Worked as a team with other Nysc colleagues and teachers to fix up extra moral classes so as to cover up more topics thereby increasing student's capability.

Cashier 2019 – 2020
Eco Lounge, Port Harcourt, Rivers State.

- ✓ Worked with the management team to consistently achieve 120-130 percent of quota each month for 8 consecutive months
- ✓ Developed reputation for prompt efficient service with high level of accuracy, receiving top ratings during the few months working at the lounge.
- ✓ Assumed a leadership role in the absence of the supervisor and supported the sales personnel to ensure that normal operation procedures are maintained.

STRENGTHS:

Goal oriented

Adapting

Warmth

Willpower

Accuracy

VOLUNTEERING

Supported a team of NYSC Colleagues in building Covid19 Disinfectant Clamber at the Federal Secretariat Uyo, Akwa Ibom State.

HOBBIES

Reading
Playing of Chess
Outdoor activities
Singing