

BELIEVETH EGBEZIEN



No 1 Dominion Avenue,
Narayi High Cost,
Kaduna.

08167101552
08075745438

egbezienbelieveth@gmail.com

PERSONAL PROFILE

Believeth Egbezien who holds a B.Sc in Accounting and also an ACA is result-oriented, innovative, energetic and a creative young lady with strong leadership experience. She is a dedicated and focused individual with over Five (5) years cognitive experience in program management, accounting, administration, mentorship in social and development work, banking services, leadership and business management.

PROFESSIONAL PROFILE

- ✓ **Experience**- Has over 5 years cognitive experience in banking services, program management, administration, mentorship in social and development work, data processing, leadership and business management.

CAREER GOAL

“To work with an organization where my education, skills and experience can be exploited to contribute to human and organizational capacity development”

EDUCATION

PERIOD	INSTITUTION	CERTIFICATE OBTAINED
2021	INSTITUTE OF CHARTERED ACCOUNTANT (ICAN)	ASSOCIATE CHARTERED ACCOUNTANT (ACA)
2014	PEER EDUCATION TRAINING COURSE	CERTIFICATE OF COMPLETION
2014	NIGERIAN INSTITUTE OF MANAGEMENT	PROFICIENCY CERTIFICATE IN MANAGEMENT
2013	BINGHAM UNIVERSITY, KARU, NASARAWA STATE	BACHELOR OF SCIENCE (B.SC HONS) DEGREE IN ACCOUNTING;
2013	CHILDREN MINISTRIES INSTITUTE	CERTIFICATE (TEACHING CHILDREN EFFECTIVELY LEVEL 1)
2008	DE-HERITAGE COMPUTER INSTITUTE	DIPLOMA CERTIFICATE IN DATA PROCESSING (UPPER CREDIT)
2007	YISHENG SCHOOL	SENIOR SECONDARY SCHOOL

- ✓ **Technical Proficiency-**
- Proficient in program coordination, planning and implementation.
- Technical capacity in organizational management and systems strengthening and capacity building
- ✓ **Management** – Solid background in program planning, coordination and reporting with developed negotiation and team management skills.
- ✓ **Team Building** – Proactive team leader and a good team player.
- ✓ **Communication** – Persuasive communicator with well-developed presentation communication skills.
- ✓ Excellent interpersonal and written communication skills.
- ✓ **Computer Skills** – MS word, MS office Savvy, SPSS, MS excel, Power point, Sage 50.

CAREER HISTORY

PERIOD	ORGANIZATION	DUTIES
August 2019- Till Date	First City Monument Bank (FCMB) Kaduna 1, Kachia Road, Kaduna	<p>Account Relationship officer (Business Banking Group)</p> <ul style="list-style-type: none"> • Engaged primarily for new BBG customers acquisition. • Daily activity geared towards sourcing for potential business account holders. • Directly report to the branch manager or his/her designate • Responsible for providing and completing the transaction from sourcing to complete documentation. • To handle transactions strictly by Bank cheque. • Cross selling of bank; products and services • Ensure consistent high-quality service delivery
Nov 2018- July 2019	First City Monument Bank (FCMB) Kaduna 1, Kachia Road, Kaduna	<p>Sales Agent (Business Banking Group)</p> <ul style="list-style-type: none"> • Identified and understood the needs of the customer • Customers Acquisition through sales of bank products and

		<p>services proactively to new/prospective customers</p> <ul style="list-style-type: none"> • Drove liability balances of account opened • Cross sold bank products and services • Ensured consistent high quality service delivery • Ensured timely submission of weekly sales activity report to account officers.
Sept 2015–Sept 2018	Most Valuable Kids Academy, Narayi High/Cost, Kaduna.	<p>Cash Officer</p> <ul style="list-style-type: none"> • Maintained proper books of accounts for the school. • Maintained school's receipts and issuance of receipts • Received and replied calls on behalf of the school • Handled all logistics during Staff and parents meetings. • Lodged in cheques and paid in cash into the school's account
April 2014 – March 2015	Federal Neuro Psychiatric Hospital Barnawa, Kaduna state(NYSC)	<p>Revenue Collection Officer</p> <ul style="list-style-type: none"> • Posted revenue receipts to subsidiary cashbooks and recorded same in the Computer • Reconciled revenue receipts with pharmacy unit, medical records, laboratory Unit and nursing departments • Produced and submitted daily summary report to the head of revenue unit. <p>Expenditure Control Officer</p> <ul style="list-style-type: none"> • Prepared vouchers for payment. • Maintained paid voucher booklets. • Tracked all vouchers between expenditure, salary and internal audit units

HOBBIES

- ❖ Reading, Traveling, Surfing the Internet, and Meeting People

REFERENCES

- ❖ Available on Request.