

Duties:

- ❖ Keeping the account and financial records of the outlet.
- ❖ Keeping records of production of the outlet.
- ❖ Keeping all the records of expected daily sales from the sales officers.
- ❖ Keeping records of daily dispatches to the outlet.
- ❖ Keeping records of the stock on what goes out and what comes in through the dispatch.
- ❖ Maintaining the auditor control book.

De World Sunny Investment Co. Ltd, Aspanda, Trade Fair, Lagos State: (Jan2012 - Dec2014)

Position: Accountant Duties:

- ❖ Keeping accounting and financial records in the company.
- ❖ Preparing the cash book and bank reconciliation statement.
- ❖ Preparing various accounts/financial reports as required for management use.
- ❖ Follow up on recovery of debts owed to the company.

Etranzact Technology Company Lagos

2011-2012

Position: Marketing Executive

Duties:

- ❖ Introduction of mobile money to the customers
- ❖ Opening of application to the customers with the aid of Java enable phone.
- ❖ Telling the customers on how to make use of the application through their cell phone and how to make use of the mobile money to make transactions: using mobile money to pay their bills, top up their airtime and making transfer through their personal phones.

H. Nnolim & Sons Industry Nig. Ltd, Nnewi, Anambra State: (August 2006 -August 2010).

Position: Accountant. Duties:

- ❖ Keeping accounting and financial records in the company
- ❖ Carry out banking transactions such as deposit and Withdrawal of cash into or from the bank.
- ❖ Preparing the cash book and bank reconciliation statements.

Community High School, Dumagi, Kwara State:

For the N.Y.S.C Program (March 2005-March 2006)

Position Held: Classroom Teacher (Youth Corper)

Duties:

- ❖ Teaching the Junior and Senior Students in Book-Keeping, Commerce, Economics and Government.

HOBBIES

Reading and singing gospel music.

REFEREES:

Mr. Chinedu Obiefuna

Sterling Bank Plc

Branch Manager

24 New Market Road,

Anambra State

Tel: 07065678968

Mr. Uruakpa Charles

Sterling Bank Plc

Retail Manager

24 New Market Road,

Onitsha, Anambra State.

Tel: 08033562978

Onitsha,

EGWUONWU, NGOZI SABINA

Contact Address: No. 4B Ifenu Street, Off Awka Road Inland Town Onitsha, Anambra State.

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Tel: 08067337800

CAREER OBJECTIVES:

To contribute effectively with my skills and knowledge towards achieving the goals of the organization and to add value to her growth and development.

PERSONAL ATTRIBUTES AND SKILLS:

- ◆ Innovative and creative
- ◆ Proactive and ability to adapt fast.
- ◆ Analytical and good problem- solving skills
- ◆ Ability to work under pressure with minimal supervision.
- ◆ Self-motivated and result-oriented.
- ◆ Good communication and interpersonal skills.
- ◆ Strong team spirit and positive attitude to work.

PERSONAL DATA:

Date of Birth:	26 th September, 1986
Sex:	Female
Marital Status:	Single
Local Government Area:	Aniocha
State of Origin:	Anambra State
Nationality:	Nigerian

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:

Federal Polytechnic Oko, Anambra State	2000-2001
Federal Polytechnic Oko, Anambra State	2002-2004
Girls Secondary School, Awka-Etiti, Anambra State	1994-1998
Comprehensive Private Primary School, Onitsha	1990-1994

EDUCATIONAL QUALIFICATION OBTAINED WITH DATES:

Higher National Diploma (HND) in Banking and Finance	2004
Ordinary National Diploma (OND) in Banking and Finance	2001
Senior School Certificate Examination (SSCE)	1998
First School Leaving Certificate (FSLC)	1994

COMPUTER PROFICIENCY:

Certificate Course in Computer with proficiency in the following applications: Ms-word, Ms-Excel as well as the Internet.

WORK EXPERIENCED:

Sterling Bank Plc, 24 New Market Road, Onitsha Anambra State (Jan. 2016 till date)

Position: DSE (Direct Sales Executive) Duties:

- ◆ Let the general consumer to know about the bank and our products.
- ◆ Sell the products to the customers.
- ◆ Opening account to the customers
- ◆ Key maintenance to bank cash mobilization.
- ◆ Connectivity between the bank and the consumers of the bank products.
- ◆ Enhancing good relationship between customer and the bank.

Tetrazzini Foods Ltd, Lagos State (Jan 2015- Dec 2015)

Position: Outlet Manager/Auditor