**ENEH IFEOMA ANTHONIA**

**CONTACT:** 20 Udi Street, Ugwuagor e-mail: enehifeoma708@yahoo.com

Abakpa Nike, Enugu, Phone: 07065404014

Nigeria

**OBJECTIVE:**

To contribute proactive solutions to organizational problems and good customer relationships with a drive to attaining organizational goals and objectives.

EDUCATION: BANKING AND FINANCE Jan2010-Dec 2012

Institute of Management and Technology

[IMT]Enugu] Higher National Diploma

**WorkExperience**: Armada financial June2019-Sept2021

Services Awka, Anambra State

Job description: Teller

* Cash disbursement of USD
* Cash analysis and confirmation
* Agent enrolment into a new BDC [Bureau De Change] company
* Agent migration into an existing BD
* Report description of activities of trading

**ACCESS BANK ABAKPA:** Relieve

Job description: **.**E-channel and Mobile banking July2018-Aug2018

**.**Issuing new ATM

**ACCESS BANK OKPARA AVENUE**: Relieve

Job description:

* Sorts and counts paper money Sept.2018 - Feb2019

using automatic currency counting machine

* Examine money to detect and remove counterfeit, mutilated

And worn bills

* Sort bills according to denomination and inserts bills into

slot or hopper of machines to be automatically counted

* Bundles and wraps counted money to be placed in vault

**VEE-TEKNIG LTD:** Secretary to the Managing director June 2016 -2017

Job description:

* Ensuring meeting are effectively organized
* Maintaining effective records and administration
* Keeping up-to-date contact details [ie names, addresses and telephone number] For the management
* Handle confidential documents ensuring they secure
* Maintain electronic and paper records
* Ensuring information is organized and easily accessible

**MTN Adhoc Staff** Feb. 2015

Job description:

* Registration of new Sims
* Reactivation of old Sims

**Community Secondary School Atani, Ogbaru**

Anambra State (NYSC)

Economics Teacher for S.S. 2 June 2013-2014

Job description: Develop and issue educational content including notes, test, and assignments

* Supervise classes to ensure all students are learning in safe and productive environment
* Prepare and distribute periodic progress reports and semester report cards
* Evaluate and document students’ progress
* Allocate and grade homework assignments and tests

**PERSONAL SKILLS:**

* Ability to work effectively
* Integrity and honesty
* Physical and mental alertness
* Excellent knowledge on computer Excel, Computer application, window
* Articulate communicator who can fluently speak Igbo, English.

**INTEREST:**

Swimming, Reading and Travelling

**REFEREES:**

Available on request