

# UGWU RITA CHINYERE

**ADDRESS:** NO. 17A AKPABIO STREET G.R.A ENUGU

**TEL:** 08063311553

**EMAIL:** ritachinyere85@gmail.com

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## PERSONAL DATA:

<b>Sex:</b>	Female
<b>Date of Birth:</b>	24 <sup>th</sup> Dec. 1989
<b>State of Origin:</b>	Enugu
<b>Local Government:</b>	Eha-Alumona, Nsukka
<b>Place of Birth:</b>	Eha-Alumona
<b>Home Town:</b>	Eha-Alumona
<b>Marital Status:</b>	Single
<b>Nationality:</b>	Nigeria

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## CAREER OBJECTIVE

I have the vision and mission of giving my best and working with the existing staff and facilities to contribute efficiently and effectively to achieve the managerial goal.

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## EDUCATION QUALIFICATION

2011	Higher National Diploma in Accounting Institute of Management and Technology
2008	National Diploma in Accounting Institute of Management and Technology
2007	National Examination Council Model Comprehensive Sec. Sch, Enugu
2000	First School Leaving Certificate (FSLC) Community Primary School Eha-Azuabor Nsukka
2013	NYSC

## **SKILLS:**

Computer Skills	Familiar with Microsoft word, excel, power point
Personal Skills	Ability to manage people and resource, excellent communication Skills, Dedicate and hardworking, highly developed learning and observation Skills, good coordinating and interrelation skills.

## **WORK EXPERIENCE**

2005	Harco Computer Operations
2008	One year industrial IT with First Bank Nigeria Ltd

## **RESPONSIBILITIES:**

Receiving Bulk cash  
Verification of amount in teller, cross checking for errors  
Note checking for fake currencies, mutilated cash  
Balancing of the cashier register  
Vault all cash counted to the head teller

## **JANUARY 2012 TILL DATE FIRST BANK**

Marketing;

1. Sales of the Bank product
2. Marketing of Bank customers and prospective ones to earn solid clientele base
3. Relationship management
4. Initializing loan request and handing over to the credit people to process

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## **TRAININGS**

October 2013 Cash Operation trainings

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## **INTEREST / HOBBIES**

Researching, Reading, Cooking, Meeting people and sporting activities

## **REFEREES**

### **Rev. Fr. Onah Brendan N**

Christ the King Cath. Parish Isuaniocha

P.O.Box 1710,

Awka, Awka North L.G.A

08182328341

### **Bar. Ugwuoke, Ifeyinwa Mary-Agnes**

Senior Lecturer Caritas University, Amorji – Nike Enugu

08055707647

### **Miss Ugwuoke Nwogo Emmanuella**

First Bank Nig Ltd, Agbani Road Enugu

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