

EKOTT, WILLIE NKPOIKANA

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CAREER OBJECTIVE

A passionate, versatile, dedicated, effective, hardworking, fast-learner and confident individual who is also a self-starter with the dedication and motivation required to succeed in any position in any company, and possessing an in-depth knowledge Accounting, Book Keeping, Auditing and Microsoft Packages.

EXPERIENCE

Teller

United Bank for Africa (UBA) | Dec 2019 - Till date

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Keeping a clean, organized work area and a professional appearance
- Following all bank financial and security regulations and procedures.
- Processing International Money Transfer Operation (MoneyGram, Western Union, RIA, ACE, AfriCash, etc)

Data Processor

Dazzel Technology Services, Port Harcourt | March 2018 - Jan 2019

- Design, create, and implement IT processes and systems that would enable the data controller to gather personal data.
- Use tools and strategies to gather personal data.
- Implement security measures that would safeguard personal data.
- Store personal data gathered by the data controller.

Field Manager

Forekun International, Port Harcourt | March 2019 - Aug 2019

- Accomplishes department objectives by managing staff; planning and evaluating department activities.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Ensures a safe, secure, and legal work environment.
- Develops personal growth opportunities.

CERTIFICATES

Institute Of Chartered Accountant Of Nigeria (ICAN) | In-view

Graduate/Proficiency Certificate In Management | 2017

Nigerian Institute Of Management (NIM)

certificate Of Commitment | Jan, 2021

United Bank For Africa (UBA)

National Youth Service Corp | 2017

Certificate of National Service

BEHAVIORAL COMPETENCIES

- Results-oriented.
- Critical thinking
- Good-team and leadership skills.
- High level of integrity, tact and reliability.
- High interpersonal and communications skills.
- Ability to learn fast and manage information.
- Ability to work with minimum supervision.

EDUCATION

Heritage Polytechnic, Ikot Udo, Eket
HND, Accounting | 2016

Heritage Polytechnic, Ikot Udo, Eket
ND, Accounting | 2013

Community Secondary School, Ikot Ubo, Akwa Ibom
SSCE/WAEC | 2011

HOBBIES

- Travelling
- Reading
- Playing Chess
- Swimming

REFEREES

Available On Request