

CHUMA HILARY CHIGOZIE

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• Nnamdi Azikiwe Avenue Jos, Plateau.

PROFILE

A motivated and resourceful entrepreneur, with work experience in banking and finance, Land survey and town planning, as well as administrative work. With the aim of assisting an organization achieve its goals and objectives, through hard work and dedication bearing cost and time in mind. Also being able to adapt to any work environment regardless of how challenging, complex and dynamic this task could be. I am interested in positions in Administration, business organization.

My areas of expertise include Banking, Customer care Services, Sales and Office Protocol with efficient demonstration of teamwork, time management and communication skills.

EDUCATION

H.N.D., Business Administration and Management
Federal Polytechnic Bauchi, Bauchi State. 2016

High School Diploma
St. Murumba College, Jos, Plateau State. 2007.

PROFESSIONAL EXPERIENCE

Freelance

• Nov. 2018 – Till Date.

Job Title: **TYPIST**

- Successfully create presentation slides ranging from office presentations to academic project defense presentation slides for clients.
- Typing and formatting of reports for clients.
- Effectively using knowledge of Excel to create database.

Amazing Grace Chambers, Legal Practitioners and Notaries Public • Jan. 2018 – Nov. 2018.

Job Title: **LEGAL ADMINISTRATIVE ASSISTANT**

- Professionally represented the firm as initial point of contact for clients and legal professionals.
- Successfully maintained attorney calendars, including client appointments and court appearances.
- Significantly improved filing system, providing quick information accessibility, increasing staff efficiency and purging outdated records.

Ministry of Lands, Survey and Town Planning Plateau State

• Jan. 2017 – Dec. 2017.

Job Title: **ASSISTANT LAND ADMINISTRATOR (NYSC)**

- Successfully lead the transition from paper records to digital record keeping.
- Effectively and accurately compiled files showing the record migrations.
- Participated in the computation of Ground Rents.
- Assisted in the assignment or the change of Ownership of Landed Properties.

Guaranteed Trust Bank (Industrial Training)

• Feb 2012 – Feb 2013.

Job Title: **TELLER:**

- Efficiently established credibility with and created a friendly rapport with customers.

- Assisted the supervisor with audits and daily balancing of the vault.
- Organized customer transaction receipts daily so that they could be properly filed in a timely manner.
- Respond to customer account inquires.
- Dispatched cheques from branch to its main branch for correlation, also becoming aware of escrow (both money and property).

LANGUAGES AND SKILLS

- English
- Igbo

Proficient in:

- Microsoft Word
- Microsoft Excel
- MS. Power-point

Personal Skills:

- Exceptional organizational skills
- Good communicational skills
- Excellent teamwork skills

REFEREES

Available upon request