### **NJOKU ONYINYECHI**

### ***No. 5 Billy Avenue Timothy lane Rumuola, Port Harcourt, Rivers State. 08161366899***

### ***[njokuonyinyechig@gmail.com](mailto:njokuonyinyechig@gmail.com)***

### Nationality: Nigerian

State of Origin: Rivers State

Local Government Area: Etche

Marital Status: Single

Sex: Female

Date of Birth: 21st December, 1994

Religion: Christianity

**PERSONAL ATTRIBUTE**

To be understanding and positive, contributing positively to the growth and success of the organization.

**WORK EXPERIENCE**

**2018 – 2020 Redefining Excellence Micro finance Bank**

**(Operations)**

I served in the following capacity: Registering of clients, recording of daily transactions in the office and as a customer service personnel.

**2017 – 2018 3A’s Catering Services**

**(Cashier)**

I served in the following capacity: Receiving money for sales made and recording of daily transactions.

**2017 – 2018 Global Science Junior Secondary School**

**(NYSC – Business Studies Teacher)**

**2014-2015 C. Anaso Communication Services**

I served in the following capacity: Sales Personnel, Cashier and customer service personnel.

**SKILLS**

* Directing
* Public Relations
* Proficient in Microsoft Office

**EDUCATION**

**2018** NYSC Discharge Certificate

**2016** Rivers state University of Science and Technology

(B.Sc in Office and Information Management)

Second class Honours (Lower Division)

**2011** Government Girls Secondary School Rivers State

(WAEC)

**2004** El-Rohi Global Nursery and Primary School

First School Leaving Certificate (FSLC)

**LANGUAGES:**

Etche, English and Hausa.

**HOBBIES:**

Dancing, Reading and cooking.

**REFREES:**

**Barr. Njoku Nnabugo**

08135276639

**Nwafor Nkiru**

0803 786 1065