

# RESUME

**Name:** Sixtus Chibuike Nwoke

**Address:** No. 12 Ede Street Ogbunabali, Port Harcourt

**Phone no:** 07038779906

**Email:** sixtuscnwoke@gmail.com

**Banking professional with over 7 years experience in both operations and marketing.**

**Focused cash management offer with over 5 years experience and strong understanding of banking operations. Offering years of experience in high-volume settings. Highly service-minded and professional with customers and employees alike. To add value and contribute immensely to any organization I may find myself for the achievement of the organizational goals and personal development.**

## WORK EXPERIENCES

### **Fidelity Bank plc**

**Work Experience:** Cash Management Officer

- My role entails moving cash from one branch to the other in order of requests.
- Intra and Inter Bank transfer
- Sourcing of cash from other banks or within the same bank from other regions.
- Representing Fidelity Bank in CBN by either withdrawing or depositing on their behalf.
- Witnessing cash count in CBN.
- Preparing CBN reports that includes counterfeit report amongst others on monthly basis

**Work Experience:** ATM Custodian

- Documented all changes and actions in computer-based tracking system
- Facilitated maintenance team training procedures to align with company standards
- Serviced equipment to ensure expedient repair and minimal downtime

- Efficiently troubleshoot and repaired equipment to cut company costs and maximize productivity
- Gained knowledge of standard equipment, including manufacturer repair guidelines
- Loading and evacuation of ATM per cycle
- ATM till balancing per cash cycle

**Work Experience:** Fund Transfer Officer

- My role entails account to account transfer
- Intra and Inter Bank transfer
- Liquidation of loan and processing of transactions on various specialized portal like Remita amongst others
- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth

**Chikum MFB Limited, Owerri, Imo State. February 2013- 2015**

**Work Experience:** Credit and Marketing Officer

- Conducting Credit Appraisal interview (To the bank's prospective loan Customers)
- Performing and presenting credit appraisal to the Board for recommendations and approval.
- Monitoring credit risks and taking custody of all credit files for the safety of the customers' security deposits.
- Marketing and initiating various banking products in relation to the CBN's rules for Microfinance banks.
- Teller etc.

**PERSONAL DATA**

**Sex:** Male

**Marital Status:** Single

**Nationality:** Nigerian

National Open University of Nigeria.

**B.Sc. Accounting (Second Class Upper) 2020**

Imo State Polytechnic, Umuagwo-Ohaji.

**OND, Accounting. (Upper Credit). 2012**

Government Secondary School, Kreigani, Rivers State.

**National Examination Council Certificate (NECO)**

**2008**

Community Primary School, Mmahu Egbema.

**First School Leaving Certificate (FSLC)**

**2002**

**OTHER QUALIFICATIONS:**

Chioma Computers Business Centre:

**Diploma in Computer Appreciation**

Training Certificate in:

**Attitude is Everything**

**Strategic Marketing of Microfinance Bank Products.**

**SKILLS**

- Diligence (Award)
- Ability to work with less supervision
- Team Player
- Multi-tasking ability
- Excellent in Computer Appreciation
- Cash handling
- Target Oriented
- Humility
- Currency sorting
- Cleanliness

**HOBBIES**

Travelling, Reading, Research etc.

**CHARACTER REFERENCE**

Onyebuchi Efuribe

Supervisor

Fidelity Bank