

NWAOBASI STELLA CHINWENDU

Nyanya phase IV FCT-Abuja.

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Phone number: 08186537971, 08135697789

PERSONAL DATA:

Date of Birth: 15th June, 1995
Sex: Female
Marital Status: Single
Nationality: Nigeria
State of Origin: Abia State
Local Govt: Isialangwa North
Religion: Christianity.

OBJECTIVE:

To work effectively in challenging environment where the whole of my abilities could be used to attain organizational aims as well as personal skills to contribute to the growth of an organization. And also work as a team towards the development of the organization.

EDUCATIONAL QUALIFICATION:

2016-2018 Federal Polytechnic Nasarawa, Nasarawa State
National Diploma in Banking and Finance (Upper credit)

2006-2011 Higher Ground International School, Aba, Abia State
West Africa Examinations Certificate (WAEC)

2000-2006 Ezeobu Primary School, Aba, Abia State
First School Leaving Certificate (FSLC)

WORK EXPERIENCE:

2015-2016 **CORPORATE SUGARCANE JUICE ,AREA 1 GARKI, ABUJA**
Post held: Sales Reprerative
Responsibilities:

- Attaining to customers
- Recording business transaction

2014-2015 **ADONIA CYBER CAFÉ, MARARABA,**

Position Held: Secretary/ Computer operator

Responsibilities:

- Attaining to customers
- Recording business transaction
- Maintains customers confidence and protect operations by keeping information confidential

2013-2014

JOVIAN BUSINESS COMPUTER CENTRE

Position Held: Computer Instructor

Responsibilities:

- Prepares equipment for operations by accessing software in computer, loading paper into printers and plotters, preparing for output
- Attaining to customers
- Keeping customers document safe

2013-2013

SAFETY FOAM INDUSTRIAL

Position Held: Sale Rep

Responsibilities:

- Recording business transaction
- Keeping proper records of every transaction made at the end of the day

SKILLS/INTEREST:

- ❖ Good oral and written Communication Skills
- ❖ Good interpersonal skills
- ❖ Good Team player and goal-oriented.
- ❖ Numerical and Analytical Skills
- ❖ Ability to work under pressure and for long hours
- ❖ An excellent customer service skills

PROFICIENCY:

Microsoft Windows, Microsoft office (Microsoft excel, Microsoft Power Point), CorelDraw and Internet surfing

HOBBIES:

Reading, typing and making friends

REFERENCES:

Mr. Isaac Onoja
Corporate Sugarcane Juice
Garki-Abuja
Tel: 08055551199

Mr. John Idoko.
Internal control officer
fortis MFB Plc, Abuja.
Tel:08134456475.