ADAMA CHRISTIAN OCHE

Zone C, Flat 18, Opp Apeal Court, Behind Karu Market, Abuja.

*08101064068|adamaoche22@gmail.com*

**CAREER OBJECTIVES**[:](mailto:ogbuabah2014@gmail.com)

To be proactive and add to the assigned responsibilities as well as making positive impact in achieving cooperate objectives

# EDUCATION:

## 02/2017 – 10/2019: Federal Polytechnic Idah, Kogi State

National Diploma (Upper Credit) in Mathematics and Statistics.

## 09/2010 – 08/2016: Community Secondary School, Emagaba Ogugu, Kogi State

West African Senior School Certificate Examination (Passed)

## 09/2003 – 09/2009: Community Primary School (CPS) Onodaba Ette

First School Leaving Certificate (Passed)

**WORK EXPERIENCE:**

# 09/2016 – 01/2018 C & C Collections

# *Wuse 2, Abuja*.

*Designation /Job Role: Cashier*

**DUTIES**:

* Processing Cash, Debit/Credit.
* Checking transactions.
* Balancing the cash register.
* Recording purchase.
* Processing returns and scanning items for sale.

# 02/2019 – 03/2020 UNIFUND MICRO-FINANCE BANK

# *Nyanya, Abuja*.

*Designation /Job Role: Teller/Auditor*

**DUTIES**:

* Accepting deposit and withdrawal from customers.
* Daily call-over.
* Sending CBN returns.
* Bank statement reconciliation.
* Managing accounting records.
* Evaluating and managing risks
* Ensuring compliance with regulations
* Overseeing accounting operations
* Publishing financial statements
* Analyzing financial data and monitoring expenditure
* Coordinating audit processes
* Ensuring accuracy of financial information
* Ensuring process flow for transaction consummation are followed
* Perform other duties, as may be assigned by the Head, Financial Control.

# 04/2021 – Till date La-Vogue Multipurpose Cooperative Society

# *Nyanya, Abuja*.

*Designation /Job Role: Audit/Verification Officer*

**DUTIES**:

* + Daily call-over.
  + Identifying new leads
  + Promoting products
  + Performing follow up duties
  + Managing clients/customers
  + Attending meetings, training sessions and seminars
  + Providing feedback to managers
  + Sales and marketing of bank product and services
  + Loan verification
  + Cheques confirmation
  + Relationship management
  + Perform other duties, as may be assigned by the Head of Operation (ICU).

# PERSONAL ATTRIBUTE AND SKILLS:

* Proficiency in the use of Microsoft office suite
* Excellent written and oral communication skills
* Strong leadership quality
* Excellent interpersonal skills
* Sound knowledge of accounting fundamentals
* Compliance oriented
* Numerical and analytical skills
* Ability to work under pressure
* Emotional intelligence
* Result-oriented
* Attentive to detail
* Good data collection and report writing skills
* A team player with good interpersonal skills
* Excellent negotiating and persuasion skills
* Good understanding of asset and portfolio management
* A very good problem-solver, focus and a great appetite for learning
* High level of integrity
* Highly effective, organized and motivated
* High morals and ethical standard
* Ability to prioritize work and manage time effectively
* Ability to work with little or no supervision

**PERSONAL DATA**:

Date of Birth: 9th November, 1999.

Nationality: Nigeria

Sex: Male

Marital Status: Single

Tel: 08101064068

E-mail: adamaoche22@gmail.com

**HOBBIES**: Reading, Sport and Making Research

**OTHER SKILLS**:

Ability to work with -Microsoft Office

# REFERENCE:

**Mr. Henry Adama**

CEO Beauty Palour Lokoja,

Kogi State

07063796261

## Mr. Ekpa O. James

Jerijo Plaza and Supermarket

Mararaba, Nasarawa State.

08075783487