**CURRICULUM VITAE**

**AJUNWA, AUGUSTINE FRANCIS**

**Nationality:**  Nigerian

**Date of Birth:** 08th November, 1989.

**Sex:** Male

**Marital Status:** Married

**House Address:** Dr. Edwin Ogwuche house opp. Ivydoo Nur. & Pry. Sch, logo 1 Makurdi, Benue State, Nigeria.

**Mobile:** 08038902385

**Email:**  austfrankonline@gmail.com

**PERSONAL PROFILE**

Augustine is a well organised, committed and motivated person; he possesses an excellent work ethic with a high level of interpersonal skills. He has the proven ability to meet organization targets, as well as plan, organise and manage office events.

He is a good communicator on all levels; experienced in working alongside supervisor, colleague, contractors and external agencies. She holds a Bachelor degree in Economics.

**EDUCATIONAL INSTITUTIONS WITH QUALIFICATIONS**

2016 Ahmadu Bello University, Zaria, Kaduna State

 **Certificate:** B.Sc Economics (Upper Division)

2008 Kaduna Polytechnic, Kaduna State

**Certificate:** Business Administration & management (Distinction)

2010 Christ Comprehensive Schools, Kaduna State

 **Certificate:** Senior Secondary Certificate Examination (S.S.C.E)

2000 National Nur & Pry. School, Kaduna State

 **Certificate:** First School Leaving Certificate

**TRAINING/EXPERIENCES**

* Diploma in Computer Appreciation and Application. NEW DEMENSION COMPUTER INSTITUTE, KAKURI – KADUNA.
* Training in Data Analysis using Microsoft Excel, SPSS, Econometric Views [E-views], and Accounting Software Packages, ABU Zaria.
* Training in banking operation and management.
* Training in risk and credit management at First bank Nigeria plc.
* Fraud awareness, prevention, and control at fidelity bank plc
* Anti-Money laundering/cft – pep module at fidelity bank plc.

**WORK EXPERIENCE AND POSITIONS HELD TO DATE**

**2018 - Till Date** Fidelity Bank plc, Nigeria. (**Fund transfer officer**).

**Duties/Responsibilities:**

* ensure customers' transactions (Manager's Cheques, NIP etc.) are processed within approved service turn around time;
* Ensure customers' instructions are properly reviewed before processing;
* Ensure all remittances for customers and regulatory agencies are handled within the agreed time-frame;
* Ensure daily and weekly balancing of internal funds transfer accounts such as Manager's Cheques, Cash Advance, etc;
* Maintain proper records of funds transfer transactions;
* Ensure maintenance and effective utilization of physical assets and resources (adding machines, workstations, stamps till boxes etc.).
* Transfer funds for customers as per customers instructions in a safe and secure manner by observing due diligence at all times.

**2017 - 2018** NYSC. (**Class room Teacher**). Nassarawa state Government.

**2011 -2012** Firstbank Nigeria Plc, (**Transaction Officer**)

**Duties/Responsibilities**

* Taking deposit from customers and crediting their accounts respectively.
* Collection and posting of dividend warrant
* Processing of cheque lodgement for local and central clearing
* Opening of Savings and Current Accounts
* Calling-over of teller transaction on daily basis
* Posting of profit and loss account
* Payment of cheques that meet mandate requirements
* Receive all cheques of any amount, provide timely and courteous teller services
* Obtain approval from head of tellers or appropriate authority for amount beyond own limit.
* Monitor the cash-in-till balance and request for funds as required.
* Perform other duties as assigned by head of tellers.

**2009 -2010** Pipeline, Products and Marketing Company, Kaduna state, Nigeria.

**Office Assistant (SIWES)**

**Duties/Responsibilities**

* Oversaw a range of administrative functions, such as product registration, answering incoming phone calls, addressing customer inquiries, generating reports, and managing various office files and records.

**OTHER COMPETENCIES**

* Ability to articulate & clearly communicate problems and solution in a simple and logical manner
* Knowledgeable in the planning and executing small to medium scale events
* Well-developed analytical skills and the ability to provide clarity to complex issues and synthesize large amounts of information
* Outstanding mastery of interpersonal skills
* Experienced in the use of Microsoft packages (Word, Excel and PowerPoint.

**REFEREES**

Professor Agaba, John Ebute.

Department of History, Benue state University, Makurdi.

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Adole Ezekiel Adole

Institute of Chartered Accountant of Nigeria (ICAN)

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