

# Jessica Anurika Paul

✉ Jessicaeva56@gmail.com 📞 08142482885 📍 4 High Tension, Oyigbo, Rivers State, 502103 Port Harcourt

## Education

Bachelor of Business Administration Jan 2013 - Dec 2016  
Kwame Nkrumah University of Science and Technology, Accra-Ghana

## Employment

Bank Teller Oct 2016 - Nov 2017  
First Atlantic Bank, Accra

- Built and strengthened customer relationships by leveraging excellent interpersonal and communication skills
- Completed highly accurate and high-volume money counts through both manual and machine driven approaches
- Answered customer inquiries regarding account balances, transaction history, service charges and interest rates

Bursar Jan 2019 - Present  
Divic International School, Port Harcourt

- Keeping organized book of tuition fees and file receipts
- Overseeing daily cash management and preparing expense reports daily
- Reporting to the school general on performance and investment opportunities
- Managing annual budget and conducting cost and productivity analyses

## Certificates

Project Management Professional Feb 2018

## Referees

Mr. Kwesi Emmanuel Frimpong  
First Atlantic Bank, Accra  
+233 57 517 5447

Mrs Nkechi Okezie  
Divic International School, Port Harcourt  
08064159049, Nkechipaul32@gmail.com

## Personal details

Place of birth  
Rivers State

Gender  
Female

Nationality  
Nigerian

## Skills

Cash Handling



Transaction processing



Currency packaging



## Languages

English Language



Igbo



Twi



## Hobbies

- Learning new things
- Solving problems
- Tutoring