

# ONONUJU AMARACHI PEACE

St Micheal junction off iwofe road, Port Harcourt, Rivers State.

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Tel: 08100212506

**PROFILE:** Experience customer service representative able to render an excellent service while maintaining an efficient work schedule, passionate and zealous to carry out an obligation duly.

## KEY ATTRIBUTES:

- Computer literate: Good with Microsoft Office Applications and the Internet.
- A friendly, mature and flexible individual with a proven entrepreneurial approach towards objectives and tasks.
- Highly developed skills in problem identification and implementation of effective solutions. Ability to learn quickly.
- Get on well with people, easily making excellent working relationships.
- Excellent communication skills in spoken and written English, strong interpersonal and leadership skills, ability to work well independently and in a team, as well as strong persuasive and negotiation skills.
- Comfortable with analyzing and understanding data, working under time pressure and presenting myself in a professional manner.
- **WORK EXPERIENCE:**

*Secretary,*

### **NEW AGE COMPUTER INSTITUTES:**

Aug. 2012 - Nov. 2014

- Typing of document and other correspondences.
- Recording and keeping of files.
- Receiving and attending to clients.
- Photocopying and lamination of documents.

*Teacher,*

### **HAPPY FAMILY NURSERY AND PRIMARY SCHOOL, IMOSTATE, ORUWEST**

Oct.2016- Jan.2018

- Teaching the student.
- Preparation of lesson note.
- Taking the roll call.
- Marking and Recording script.

**SALES REPRESENTATIVE:  
SUNIC FAST FOOD,OWERRI**

Mar. 2018 - Feb. 2019

.2018 - Nov. 2019

- Supervision of delicacies and recipes
- Checking of compliance for recipes
- Documentation of vehicles and truck with it load.
- Reporting of shortages and damages
- Conduct safety talk.

*Operation staff (teller)*

**UNITED BANK FOR AFRICA**

Dec.2019 till date

- Ensure prompt counting and posting of all cash deposit.
- Ensure proper balancing on daily basis.
- Ensure a customer friendly deposition at all time.
- Ensure accuracy in all transactions.
- Ensure adequate scrutinization of franchise and local transaction as to avoid fraud.
- Ensure maintainace and effective utilization of physical assets.

**EDUCATIONAL HISTORY:**

- Higher National Diploma in Mass communication,  
**Federal Polytechnic Nekede Owerri, Imo State.** 2017-2019
- Ordinary National Diploma in Mass communication,  
**Federal Polytechnic Nekede Owerri, Imo State.** 2013–2015
- Senior Secondary Certificate,  
**Oguta Girls High School, Oguta, Imo State.** 2006-2011
- Testimonial,  
**Oguta Girls High School, Oguta.** 2006-2011
- First School Leaving Certificate  
**Little Angel Nursey And Primary School, Nnewi, Anambra State.** 1998-2006

**BIODATA:**

Date of Birth: November 23,1996

Religion: Christianity

State of Origin: Imo State.

Gender:Female

Local Government Area: Oguta

Marital Status: Single

**CERTIFICATION:**

- National Youth Service Corp.

*Certificate of participation.*

- Assistant Labour Prefect, Oguta Girls High school . 2009/2011
- Sister's REP The Lords Chosen Campus Fellowship, Nekede. 2017-2019

**INTEREST AND ACTIVITIES:**

Swimming, Travelling, Cooking.

**REFEREES:**

Available on request.