**ONONUJU AMARACHI PEACE**

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

Email: ononujupeace506@gmail.com

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.