MGBOKWERE CHINYERE LINDA

CONTACT INFORMATION

Residential Address: 16 Chinagorum street off 1st Avenue Egbelu Port Harcourt Rivers State.

Phone No: 08136051063,

E-mail: lindamgbokwere@gmail.com

OBJECTIVE

To implement my skills with my job experience which has afforded me a well-rounded skill set. I excel at:

Relationship management

Operations management

Regulatory compliance

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for administration.

To also contribute my best ability so as to improve positively to the overall organizational objectives ,archive managerial goals .

EXPERIENCE

April 1st - 20th 2022 **Access Bank PLC Iwofe**

Position:. Teller

December 2021 **Fidelity Bank PLC Rumoukwuta**

Position:. Direct Sales Agent

2020 **At Your Service Technologies Ltd secondment to**

 **ISN Medical Diagnostic** **Support Services**

 **Port Harcourt**

Position: Sales Representative

2020 **Aliyu Musdafa College, Yola**

 **National Youth Service Corps(NYSC)**

Position: Teacher

2019 **Adamawa State/ United Nation Children**

 **Education Fund**

 **(UNICEF)** Data Entry for Out of School Children

Position: Data Entry Clerk

2019 **National Examination Council (NECO)**

Position: Collating and Marking of Biology Examination Paper

2013 **Blessed Child International School**

Position: Computer Teacher/ Practical Teacher

SCHOOLS ATTENDED WITH DATES/ QUALIFICATIONS

2019 - 2020 **Certificate of National Service (NYSC)**

2016 -2018 **Higher National Diploma (Environmental Biology)**

 Federal Polytechnic Nekede, Owerri Imo State

2013 -2015 **National Diploma (Science Laboratory Technology)**

 Federal Polytechnic Nekede, Owerri Imo State

2012 **West Africa Examination Council Certificate**

 King David College, Pipeline Rumukwurushi

 Rivers State

2006 **First School Leaving Certificate**

 Fatima Nursery and Primary School, Zamfara State

2019 - 2020 **U-Report Training Adamawa State.**

 Advocate for Violence against women and girls

2017 -2018 **Nigerian Environmental Society (NES)**

 Student member, Imo State Chapter Owerri

2012 -2013 **Evinok Computer Training School**

 Proficient with Microsoft suites (MS word, MS

 Excel, MS power point e.t.c) Internet and Corel

 draw e.t.c

PERSONAL INFORMATION

Gender: Female

Date of birth: 22nd December 1995

State of Origin: Imo

L.G.A. Nwangele

Nationality. Nigeria

SKILLS

* Good and effective communication skill.
* Time management.
* Creativiry and innovation.
* Service knowledge.
* Filing / paper management.
* Bookkeeping.
* Typing/ Data Entry.
* Equipment handling.
* Customer service skills.
* Research skills.
* Self-motivation.

OTHER COMPETENCIES

Proficiency in the use of Microsoft Office suites, (MS word, MS excel, MS power point e.t.c) Internet and Corel draw e.t.c

INTEREST

Public Relations, Reading, Research, Writing, Teaching, social driven.

LANGUAGE SPOKEN

English, Igbo and Hausa

REFERENCE

Made Available on Request