

AKPAN, SOLOMON EFFIONG

OBJECTIVE:

To strive for excellence at all times, in all challenging circumstances, with an ultimate aim to the successful accomplishment of organizational set goals, whilst seeking self-development, advancement and attainment of professional distinction.

PERSONAL DETAILS

Sex	Male.
Address	LordswayII Golf Course Estate R.D Off Okporo Road
Phone	+234(0) 9060688222
Date of Birth	26 th October, 1995.
E-mail	tizsolomon@yahoo.com .
Marital Status	Single.
Nationality/State of Origin/L.G.A.	Nigerian/Akwa-Ibom State/Ibesikpo-Asutan L.G.A.

EDUCATION

2019	HND Heritage Polytechnic. Computer Engineering (2 nd class honors, Lower Division)
2017	Coca-Cola Bottling Company, Port-Harcourt Internship
2017	OND Heritage Polytechnic. Computer Engineering (2 nd class honors, Upper Division)
2009	Diamond high school, Aba, Abia-state. SSCE Certificate
2007	Government Technical College, Abak. Trade Test 2 & 3

WORK EXPERIENCE

ORGANISATION	TITLE	RESPONSIBILITIES	DURATION
UNITED BANK OF AFRICA	Teller /Customer Service Officer (CSO)	<ul style="list-style-type: none"> -I ensure that cash, transfer and foreign currency related services of the branch are adequately managed. -Filling out paperwork/deposit and withdrawal slips -Overseeing ATM deposits and withdrawals -Answering the phones -Balancing numbers at the end of the business day -Providing guidance, support and transactional services to Customers. -Ensuring compliance with all internal Control and established policies and procedures in order to guarantee transparency in every transaction held. -Maintaining detailed records on the transaction executed daily. - Drafting administrative paper work and updates in order to inform 	Dec 2019- March 2022

		<p>customers on relevant financial matters on their account and their status.</p> <ul style="list-style-type: none"> - Handling and payments of international money transfers - Documentations of international money transfers received by customers 	
<p>INTERNSHIP</p> <p>COCA~COLA BOTTLING COMPANY, PORT-HARCOURT.</p>	<p>Power Management:</p>	<ul style="list-style-type: none"> - Listing the electrical jobs to be carried out and assisting the team getting material & manpower; arrange for persons for preparing panel board, installation & commissioning. - Assist the team carrying out breakdown & preventive activities of plant machineries, factory electrical distribution network, lighting etc. - Assist in design of the circuit as per the required logic. - Preparing a list of spare parts required. 	<p>June 2017- Dec 2017</p>

<p>SKILLS</p> <p><u>COMPUTER SKILLS</u></p> <ul style="list-style-type: none"> - MS Word - MS Excel - Internet user - Hardware <p><u>SOFT SKILLS</u></p> <ul style="list-style-type: none"> -Listening -Teamwork and collaboration -Communication -Time Management -Conflict resolution -Problem solving -Adaptability -Creative Thinking - Team Management - Physical and mental alertness - Honest and resourceful <p><u>STRENGTHS</u></p> <ul style="list-style-type: none"> - Positive attitude to perform individually and succeed as a team. - Excellent communication and interpersonal skills. - Highly organized and quick-learner. - Comprehensive problem solving abilities. - Proven ability to multi-task and meet deadlines in a fast work environment. - An Articulate and persuasive communicator able to interact with a variety of individuals
<p>LANGUAGES</p> <ul style="list-style-type: none"> ■ English: Excellent ■ Ibibio: fluent
<p>INTEREST</p>

- Reading for self-advancement
- Football
- New Ideas and Skills
- Travelling

REFEREE

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