

ONYEKA CHIOMA

onyekachioma4good@gmail.com

08063253511

10, Levi Worlu Close, Elemenwo, Port Harcourt, Rivers State.

PERSONAL BIO DATA:

Date of Birth: 13th July, 1994
Sex: Female
Marital Status: Single
State of Origin: Delta State

CAREER OBJECTIVE:

To be part of a resourceful team, making great input with my problem-solving skills, and achieve excellent organizational and personal growth through high-level professionalism.

WORKING EXPERIENCE:

ACCION Microfinance Bank, Slaughter, Port Harcourt March 21- August '21

Job Position: Teller/Customer service officer

Job description: Daily cash collections

Accept and processed deposits and disbursed withdrawals to customers

Updated customer's information on the bank database

Enlightened customers on suitable bank products

Reconciled daily till account

Port Harcourt Refining Company

November 2020-January 2021

Job Position: Inventory Officer

Job Description: Took physical record of stock

Identified stocks with defects for reprocessing.

Prepared stock report for decision making

Port Harcourt Refining Company (Co-operative Society) January – April 2020

Job position: Ad- hoc marketing staff

Job Description: Promoted proposed hotel project to staffs for investments purpose.

Registered staff that are non- members of the staff co-operative.

Visited the NNPC subsidiaries in south –south regions to canvass to staff on the proposed project by the co-operative.

Job Position: Electrical Technician

Job Description: General Maintenance of transformers

Installed transformers

Mounted meters and feeder patrol.

Mounted and marred high and low tensions distribution lines

ACADEMIC QUALIFICATION

| | |
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| 2016 | Kenule-Beeson Polytechnic, Bori, Rivers State HND in Electrical Electronics Engineering, - Upper Credit |
| 2013 | Rivers State Polytechnic, Bori, 2013 ND in electrical Electronics Engineering- Upper Credit |
| 2011 | Victory Comprehensive College, Elelenwo, Port Harcourt West African Senior Secondary Certificate Examination |
| 2003 | Akpor Odagwe Primary School, Onicha - Ukwani First School Leaving Certificate (FSLC) |

PROFESSIONAL CERTIFICATIONS:

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| 2016 | National Youth Service Corps(NYSC) |
| 2017 | Health safety and environment 1,2,3 World Safety Organization |

STRENGTH AND SKILLS:

Proficiency in the use of Microsoft Office package
Networking and Negotiation Skills
Excellent written and oral communication skills
Good team player

REFERENCE:

To be provided upon request.