SHELU FRANCA

**Email:** francashelu5@gmail.com

**Kwana Amala Junction by transformer, Sokoto Rd, Kontangora Niger State.**

**Contact: +2347032052522**

**D.O.B: 2nd May, 1990**

**CAREER SNAPSHOT:**

A dynamic and result oriented admin/finance management professional with about 4 years experience with proven tracks records. To obtain a challenging career in finance management/administrative field that will allow me utilize my skills and potentials.

**WORKING EXPERIENCE:**

GROOMING PEOPLE FOR BETTER LIVELIHOOD CENTER(MFI) 2017-2021

POSITION: Credit Officer

DUTIES AND RESPEONSIBILITIES:

* Disbursement of cash loans to qualified clients
* Interface with client’s account and internal development
* Efficient and effective recovery of cash disbursed.
* Maintaining of receipt and payments.

**SKILLS:**

* Sound knowledge of computer application
* Good oral and written communication
* Ability to work under pressure in order to meet deadlines
* Good interpersonal skills
* Ability to work with team
* Enjoy a fast paced environment.

**EDUCATION:**

Tertiary Institution: University of Abuja, Abuja

Qualification: Bsc. (Ed) (Integrated Science Education)

Year: 2014.

Secondary School: Okpella Comprehensive High School Okugbe

Qualification West African Examination Council (WAEC)

Year: 2008.

Secondary School: Synto Secretary College Suleja Niger State.

Qualification: National Business and Technical Examination Board

Year: 2012

Primary Education: United Baptist Nur/Pry School Suleja, Niger State

Year: 2002.

**PERSONAL PROFILE:**

Sex: Female

Marital Status: Single

Local Government: Etsako East

State of Origin: Edo

Nationality: Nigerian.

**HOBBIES:**

* Reading
* Sport
* Traveling
* Researching.

Reference available on request