**IGOCHE MARY AYAMANU**

**Address: No 2B Oche Odangla street GRA Otukpo Benue State.**

**Tel: 08101254426, 08132088576**

**Email:** **maryigoche23@gmail.com****.**

**OBJECTIVE:**

To work in a challenging environment, where my core competence and skills will be fully maximized with a corresponding satisfying result.

**PERSONAL DATA**

* Date of Birth: October 10th, 1997
* State of Origin: Benue
* Local Government: Okpokwu
* Sex: Female
* Place of Birth: Ugbokolo
* Nationality: Nigerian
* Marital Status: Single
* Religion: Christian

**PERSONAL SKILLS AND COMPETENCE**

* Ability to gain experience through training,
* Ability to work independently or as part of a team,
* Ability to use computer effectively,
* Excellent communication skills,
* Reliable and dedicated,
* Highly motivated, adaptable, organized, hard work and result oriented.

**EDUCATIONAL QUALIFICATIONS WITH DATE**

Benue State Polytechnic, Benue State 2018

**Higher National Diploma (HND) in Business Admin. & Management**

Moro Memorial college Ugbokolo, Benue State 2007

**Senior School Certificate Examination (SSCE)**

Omadewu Nursery and Primary School, Benue State 2000

**First School Leaving Certificate (FSLC)**

**WORK EXPERIENCE**

2017 – 2018: Digital collage Secondary School, No. 122 Ebije Street, Otukpo, Benue State

**Post Held**: Cashier

**Duties**:

* Accept payment made by students and ensure it is complete;
* Issue change and receipt after payment;
* Documents payment record by entering the account information;
* Balancing the cash collected and paid into School Account by the end of the day.

2013 – 2014 Nelgoma Business Center (Upper Liner, Green Life),

No. 22 Old Road G.R.A Otukpo, Benue State.

**Post Held**: Cashier

**Duties:**

* Handle cash, credit or cheque transaction with customer;
* Ensuring prices is correct;
* Keep report of transactions;
* Issue change, receipt, refunds, or tickets;
* Track transaction on balance sheet and report any discrepancies.

**LANGUAGE SPOKEN**

English and Idoma

**EXTRA – CIRCULAR ACTIVITES**

* Exploring new places;
* Volunteering.

**REFEREES:**

1. **Mr. Ogbu Friday**

Digital Collage Otukpo

Tel: 08035916773

1. **Dr. (Mrs.) Agnes E. Egomu**

Upper Liner, Green Life

Tel: 08061207398