

# NNAEMEKA TOCHUKWU UCHENNA

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## PERSONAL INFORMATION

Date of Birth: 4th Nov. 1989  
Nationality: Nigerian  
Language(s): Igbo, English

## PROFESSIONAL SUMMARY

Seeking a challenging position that emphasizes responsibility, personal growth and professional development.

## EDUCATIONAL BACKGROUND

2015	HND Science Laboratory Technology (Upper Credit)	Federal Polytechnic Nekede, Owerri, Imo State.
2010	OND Science Laboratory Technology (Lower Credit)	Federal Polytechnic Nekede, Owerri, Imo State.
2009	West African Senior Certificate Examination	Ecumenical Community Secondary School, Umouhudu-agbu, Ngbo, Ebonyi State.
2002	First School Leaving Certificate	Udeozo Memorial Primary School, Awka, Anambra State.

## WORK EXPERIENCE

2022-2021	KINGS Associate Limited, Wuse Zone 5, Abuja. Position: Secretary	<ul style="list-style-type: none"><li>* Customer Service.</li><li>* Email Correspondence.</li><li>* Customer Account balancing.</li></ul>
2021-2020	PISON Hospital, Kubwa, Abuja. Position: Front Desk Officer	<ul style="list-style-type: none"><li>* Patient Registration and documentation.</li><li>* Record management and maintainance.</li></ul>
2019-2018	JEARM Pharmacy Limited, Abuja. Position: Customer Representative	<ul style="list-style-type: none"><li>* Determine pricing schedule for quotes.</li><li>* Monthly progress reports.</li></ul>
2016-2017	Federal Ministry of Health, Central Area, Abuja Position: Assitant Health Worker	<ul style="list-style-type: none"><li>* Guidance on Maintaining treated Nets.</li><li>* Daily orientation on diseases.</li></ul>
2016-2015	G.O Onyeozili, Akwa, Anambra State. Position: Intern	<ul style="list-style-type: none"><li>* Receive and attend to clients.</li><li>* Scheduling court depositions.</li><li>* Organization of Files/documents.</li></ul>

## REFEREE

Doctor Noah Rose  
07013272311

Barrister Charles Dioha  
08134012458

## COMPETENCIES

### PERSONAL

- \* Communication
- \* Time Management
- \* Team Work

### PROFESSIONAL

- \* Microsoft Office Suite
- \* Administrative skills
- \* Customer service