**AKUEGBONWU ONYINYECHI JOY.**

 No32 Alimotu ShadiaStreet, Unity Estate Ojodu Berger , Ikeja Lagos State

Phone: 07031546253, 08171509487,

E-mail :onyinyechi23@yahoo.com

**PERSONAL DATA:**

|  |  |
| --- | --- |
| **NAME** |  |
| *Sex* | Female |
| *Date of Birth* | 24thNovermber 1989 |
| *Local Government Area* | Isuikwuato |
| *State of Origin*  | Abia State |
| *Place of Birth*  | Mgbelu Umunnekwu Health Center |
| *Nationality* | Nigerian |
| *Marital Status* | Single |

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals

**EDUCATIONAL QUALIFICATION WITH DATE**

|  |  |
| --- | --- |
| **DATE** |  |
| 2015 | National Youth Service corp certificate (NYSC) |
| *2013* |  Higher National Diploma in Office and management Technology |
| *2013* | Managers Forum Commendation Certificate |
| *2008* | Basic Computer Training Certificate {BCT} |
| *2012* | National Business & Technical Examination Board {NABTEB} |
|  |  |
| 1997 | First School Leaving certificate [FSLC] |
| **INSTITUTION ATTENDED WITH DATE** |
| *2008-20013* | Institute of management & Technology Enugu |
| *2007-2008* | Nochels Computer Training school |
| *1992-1997* | Mgbelu Umunnekwu community Primary Schooll Isuikwuato Abia State |
| *1997-2003* | Central Oguduasa secondary school, Isuikwuato Abia State |
| ***ACQUIRED EXPERIENCE /SKILLS***  | Administrative, Marketing, Managerial, Secretarial, Customer Care etc. |

**WORKEXPERIENCE**

|  |  |
| --- | --- |
| **DATE** | **2013- 2018 *(NYSC 2015 Still with the Company)*** |
| Employer | *Eghiemay Industries Ltd*( Miller’s Food Processing) |
| *Post Held / Roles* | Invoice Processor/ Sales Executive: Compiles data from vendor invoices and supporting document to verify billing data and ensure receipt of item ordered. Does the work of a cashier also, by receiving payment by cash, cheque, credit card etc. Also guiding and solving queries of customers and checking daily cash account. I also help in selling company’s products and so many clerical duties. |
|  |  |
| **DATE** | **2005-2006** |
| *Employer* | **Nucon Link Concept** |
| *Post Held/ROLE* | **Secretary/Administrative Officer*** Takes records of sales and inventory records
* Attend to customers
* Make sure that the venue of the meeting are in good state
* He/She must be punctual to work etc.
 |
|  | PERSONAL SKILL/ COMPETENCE |
|  |  SECRETARIAL/ ADMINISTRATIVE SKILL |
|  |  MARKETING SKILL |
|  |  INTER-PERSONAL SKILL |
|  | * Result oriented and ability of getting things done through other people and materials.
* Ability to work under pressure and to work with or without supervision
* Identifying problems and ability to solve them tactfully
 |
|  Hobbies | Reading, and Discovering |
|  |  REFERENCES |
|  Mrs Ego | Administration and Management {UNEC} Enugu:08051761427 |
|  Mr.Johnson chijindu |  Managing Director Great Jozel Ventures Lagos: 08056173518 |
|  Mrs. Ebere A.Njoku |  Sky Bank Nig Plc Ondo, Ondo State: 080334488552 |
|  |  |