**GEORGE UCHENNA OPARA**

Address: Catholic Church Amac, Kabusa Lokogoma FCT Abuja.

Phone Number: 07057049983, 07063622517

Email Address: uchennageorgeopara@gmail.com Gender: Male

Date of Birth: 18th October 1988 Place of Birth: Nigeria

State of Origin: IMO STATE Marital Status: Single

L.G.A: NGOR OKPALA Nationality: Nigeria

**CAREER OBJECTIVE:** To have international exposure and experience in the field of financial management. Management of staff’s financial welfare as a gateway to management skills and become globally competitive.

**EDUCATION**

**Name of institution:** University of Port Harcourt

**Field of Study:** Bachelor of Science in finance and banking

**Year of Graduation:** 2015

**Name of School:** pacesetters missionary college

West African Examination Council (WAEC) 2006

**Name of School:**  New Heaven International School

First School Leaving Certificate. 2000

**WORKING EXPERIENCE**

Success Education Network

**Position:** Computer Operator

**Job Description:**

* Attend to students and open their access to use any electronic gadgets and also enter commands using computer terminals.
* To activate controls on computers and peripheral equipment to integrate and manage data.
* Notify the system for equipment failure or errors in performance.
* Responds to program error messages by finding and correcting problems or terminating the program.

**SYDNEY GLOBAL RESOURCES**

**Position:** ASST. Administrative Support Staff

**Job Description:**

 Creating and distribution of Files

 Processing incoming mails

 Assists in the Disbursement of salary

**DIVES AND VULGATE HOTEL**

**Position:** Assistant Secretary

**Job Description:**

* Analysis Wage and Reports
* Plans and Conduct new Events
* Advice management in appropriate resolution of employee relations issues
* Responds to inquiries regarding policies, procedures, and programs

**SKILLS**

* Excellent communication, diplomatic and organizational skills
* Proficiency in the use of Microsoft Office
* Good interpersonal and leadership skills
* The ability to work under pleasure and with any personnel from all levies
* Ability to pay attention and work with minimal supervision
* Good team spirit and strong desire to actively contribute to team work.

**HOBBIES:** Travelling, music and watching Soccer

**LANGUAGE SPOKEN:** English and Igbo.

**REFERENCE:**

**Dr. Kenneth Chisom Gbali**  **Rev. Emma Stephen**

Director, Dives & Vulgate Hotel Messiah City Church

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