***HELEN CHINYERE EKEH***

**22 ABAM STREET ABA,ABIA State,Nigeria**

Gender: Female

Status:          Single

Phone:       07036774324

Date of Birth: 21st November 1992

Email Address: helenlawson83@gmail.com

**MISSION**

To be relevant in a reputable organization, using my analytical, interpersonal and administrative skills to add value to the organization

**EMPLOYMENT HISTORY**

**BIBA SCIENCE SCHOOL (NYSC) (2018)**

**Teacher**

* Assist in the planning of lesson notes.
* Assist in the management of student record and report.

**Accountant 2014**

Cosbi Pharmacy

* Documented financial transaction by entering account information
* Prepared financial reports
* Cultivated positive and enduring relationships with customers
* Kept records of stocks
* Secured financial information by completing data back-ups

**PERSONAL PORTFOLIO**

**Personal Attributes**

* Effective management and human resource skills
* High numerical and analytical proficiency, with keen attention to details
* Strong teamwork, negotiation  and leadership qualities, coupled with proven excellence in oral  and written communication
* Great capacity to handle pressure wisely and maintain balance in face of demanding situations while keeping focus on achieving desired result
* High ability to learn quickly, think critically and work independently on any issue in order to arrive at a workable and most profitable course of action

**Technical Skills**

* Computer Appreciations - Microsoft office (MS Word, PowerPoint, Excel, Outlook, etc)

**EDUCATIONAL QUALIFICATIONS**

* **Higher National Diploma In Banking And Finance 2016**
* **National Diploma (ND), Banking and Finance   2014**

Abia State Polytechnic, Aba

* **West Africa Senior School Certificate 2010**

Tina’s Day Secondary School, Aba

**HOBBIES:** Creativity, Accountability and Travelling.

**LANGUAGES:** English, Igbo

**REFEREES:**

**Mr.Chinenye Nwogbe**

Your Majesty Education Center

Oyibo,Rivers State

07031394539

**Mr. Prince Chijioke**

General Merchandise

Importer/exporter

Ikeja, Lagos State

08063774096