

ODU, ANITA KAKA

Beside Chief's Palace, Phase 4 Nyanya, Abuja

odukaka2@gmail.com

07035714431

CAREER OBJECTIVES:

- To work with existing staff, contributing my best to improve and achieve organizational objectives, goals and targets.
- To continually develop my skills for maximum input.

PERSONAL DATA:

- DATE OF BIRTH: **29 July, 1991**
- PLACE OF BIRTH: **Cross River**
- SEX: **Female**
- MARITAL STATUS: **Single**
- STATE OF ORIGIN: **Cross River**
- L. G. A.: **Boki**
- NATIONALITY: **Nigerian**

EDUCATIONAL QUALIFICATIONS WITH DATES:

- Akperan Orshi College of Agriculture, Yandev, Benue State
Higher National Diploma – (HND Cooperative Economics and Management) **2013**
- Day Secondary School, Tunga, Minna, Niger State
Senior Secondary School Certificate (NECO) **2005**
- Comsaldocgs Secondary School, Ankpa, Kogi State
Senior Secondary School Certificate (NECO) **2016**
- RCM Primary School, Emekutu, Ankpa, Kogi State
First School Leaving Certificate (FSLC) **1999**

WORK EXPERIENCES:

- Audit Department, Abaji Area Council, Abaji (NYSC) **2014-2015**
- Holy Trinity Private Nur./Pri. Sch. Gwagwalada **2015-2016**
- Ecobank Plc, Nyanya Abuja **July 2018 - August 2019**
- United Bank for Africa plc, NASS Complex, Maitama, Abuja **Sept. 2019 - March 2020**

POSTS / RESPONSIBILITIES

- Record Keeping and Account Management **2014 – 2015**
- Class Teacher **2015 – 2016**

PROFILE:

- Good written and oral communication
- Hardworking and target-oriented
- Ability to work under pressure and tight reporting schedule
- Good problem solving skills
- Ability to maintain confidentiality
- Patience in dealing with people and problems
- Ability to learn fast and to work with little or no supervision
- Good interpersonal skills and ability to work in a team
- Proficient use of diplomacy

LANGUAGES SPOKEN:

- Ogoja and English Language

HOBBIES:

- Reading
- Cooking

REFEREES:

Mr. Peter Amodu

Comsaldocgs Secondary School,
Ankpa, Kogi state
08032563769

Mr. Enenche Odeh

State Police Command
Ogun State
08068406742

Pastor Sunday Ijelekhai

Mopol Quarters,
Grace & Truth Parish,
FCT Province 10, Abuja,
08027439439