**Clementina O. Nkwocha**

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# **OBJECTIVE**

**Seeking employment as Bank Teller /Customer service professional.**

**PERSONAL BIO-DATA**

**GENDER Female**

**MARITAL STATUS Single**

**STATE OF ORIGEN Imo State**

**NATIONALITY Nigeria**

**RELIGION Christianity**

**SUMMARY OF QUALIFICATIONS**

•5 years of cumulative experience in Bank Teller and financial services.

•5 years in Customer Service and Business relationship management.

•3 years in Assets risk management.

**PROFESSIONAL EXPERIENCE.**

**Bulk Teller August 2009-May 2014**

United Bank for Africa Plc.

•Receipt of Bulk cash transactions from corporate and individual customers.

•Assisting customers with cash handling and deposit into their accounts.

•Ensuring proper record of cash deposits by customers.

**•Cash Payment to customers- May 2014- November 2017**

•International money trans-actions:

•Receiving MoneyGram, and other electronic transfers.

Paying out foreign currencies to MoneyGram customers

**Supervisor June 2006-July 2007**

Caring Chemistry Limited

* Supervision of Packaging.
* Supervision of employees
* Quality control and standardization.
* Office management /administration

**Personal Assistant to the CEO: August 2004-May 2005**

Chard Richard Nigeria Limited

* Assets risk management.
* Ensuring Diligence on the part of workers
* Ensuring professional packaging of the company products
* Participate in quality control of products
* Banking transactions
* **EDUCATION**

Federal Polytechnic, Offa Kwara state, Nigeria

* Ordinary National Diploma in Insurance (**OND**)
* Higher National Diploma in Insurance (**HND**)