

Egbuiba Kenechukwu Benneth

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07063264945

EXPERIENCE:

Office Assistant **Jerminus Nigeria limited** 09/12/2013 - 07/01/2014

Duties Performed: 1. Takes record of all documents that comes in and goes out of the office. 2. Keeps records of office impress. 3. In position to go and pay for tax for the company at the F.I.R.S office. 4. Keeps proper documentation of wo

Assistant secretary **Federal Government College warri** 21/12/2017 - 20/11/2018

Duties Performed: 1. Keeps record of the punctuality of teachers and coppers that comes to work on a daily basis. 2. Provide teaching materials for teachers. 3. Disseminates files (Students and Staffs) from the office to their proper destin

Front Teller **United Bank for Africa** 12/12/2019 - Present

Duties: 1. Providing guidance, support, and transactional services to customers. 2. Handling financial transactions. 3. Ensuring compliance with all internal controls and established policies and procedures, in order to guarantee transparency in every

SKILLS:

- Leadership-Intermediate
- Microsoft Office Proficiency-Intermediate
- Communication-Expert
- Business Development-Intermediate
- Administrative-Intermediate
- Judgment and Decision Making-Intermediate

EDUCATION:

Lower Credit (HND) - Business Administration

Abia State polytechnic

2016

CERTIFICATIONS:

No Record Added Yet.