

IHUOMA ANITA ASSUMPTA

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CONTACT ADDRESS:
7, Abiodun Azeez close,
Oke-Afa, Estate, Isolo
Lagos.

OBJECTIVE

To add value to the organization by contributing the best of my ability and quota, so as to improve organizational objective and achieve managerial goals and target.

PERSONAL DATA

Sex Female
Date of Birth 3rd June, 1989
Marital Status Single
State of Origin Imo

EDUCATIONAL QUALIFICATION

Current

National Open University, Lagos
Political Science, Bsc. (undergraduate)

2010 – 2012

Abia State Polytechnic, Aba
Public Administration (HND)

2007 – 2009

Abia State Polytechnic, Aba
Public Administration (OND)

2000 – 2006

Government Girls Secondary, School,
Rumueme, Port Harcourt, Rivers State (WASSCE).

COMPUTER SKILLS

Excel, M.s Word, Internet, PowerPoint.

WORK EXPERIENCE

Front Desk Teller Service Rep, Diamond Bank Nigeria, 2014 till date

Clients Service officer, Dorsy children's world, Lagos, 2014(Part-time)

DUTIES

- Customer care service
- Birthdays planning & managements
- Provide support in new product development and enhancement activities.

Teacher, NYSC Primary Assignment, Corpus Christ College Achi, Oji-River, Enugu State, 2013-2014.

DUTIES

- Social studies teacher for J. S.S. 1
- Civic Education teacher for J.S.S. 2

Presiding officer (PO), INEC, Anambra State Governorship Election, Anambra State, 2013.

DUTIES

- Accreditation of voters
- Conduction of election

Administrative Assistant, Abic Construction Company, Aba, 2009-2010 (Industrial Attachment).

DUTIES

- Reception duties such as greeting and looking after visitors
- Undertake banking operations.
- Managing of files
- Answer telephone enquiries from customers and assist other staff in the organization with their enquires.
- Involved in all day –to- day operation matters.

PERSONAL SKILLS

- Integrity and Honesty
- Ability to work with little or no supervision
- Physical and mental alertness
- A very good team player
- Goal-driven and focused

HOBBIES

Reading, Cooking, Traveling.

REFEREES

Sir. Tobe Chukwu Chukwunyere Amara
HOD, Public Administration,
Abia State Polytechnic, Aba
08033135547

Rev. Fr. Evaristus Isife
Principal Corpus Christi College
Achi, Oji – River,
Enugu State.
08037305583

Mr. Alex Anaele
Nigerian Stock Exchange
08028393217, 08051515144