

Esther Aiwaegbe

10 Chukwudara Street, Okporo Road Portharcourt.
2347031197396 / estheraiwaegbe@yahoo.com

CAREER OBJECTIVE: To pursue a highly rewarding and healthy work environment where I can utilise my skills and knowledge efficiently to improve organisational objectives and achieve managerial goals and targets.

PERSONAL INFORMATION

Date of Birth: 19th April 1988
State Of Origin: Edo State
Sex: Female
Nationality: Nigeria
Religion: Christian

EDUCATION

Higher National Diploma in Business Administration **Nov 2011 – Oct 2013**
Auchi Polytechnic Auchi, Edo State Nigeria. (Credit)

National Diploma in Business Administration **Nov 2006 – Sept 2008**
Our Saviour Institute of Science and Agricultural Technology
(OSISATECH) Enugu, Enugu State Nigeria. (Credit)

West Africa Examinations Council. (WAEC). **Sept 1998 - July 2004**
Ewossa Secondary School Ewossa, Edo State Nigeria.

First School leaving Certificate **Sept 1990 - July 1998**
Eguare Primary School Ewossa, Edo State Nigeria.

WORK EXPERIENCE

Credit Officer. LAPO Micro Finance Bank Lagos Nigeria **June 2015 – Date**

- Giving out cash loan to client
- Ensure clients are closely monitored and pay back both capital / interest at the stipulated time.

Board of Internal Revenue Umuahia, Abia State. **Mar 2014 - Feb 2015**

ROLE: Administrative Officer (NYSC Scheme)

- Keep tax record / Issue receipt.
- Organising and storing paper work, document and computer-based information.
- Sorting and distributing incoming post and organizing and sending outgoing post.
- Liaising with staff in other department and with external contacts.

Shell Petroleum Development Company (Kolocreek gas plant) Bayalsa State. Nov 2008 – Oct 2009

Role: Admin Officer / Store keeper (Industrial Training)

- Daily Inventory of Personnel / Vehicles on board.
- Issue PPEs, work equipment / materials and stationary to Personnel.
- Initiate purchase requisitions for the replacement of stock of all regular store items whenever the stock level of any item approaches the minimum limit.
- Ensure safe keeping of all materials in store.

SKILLS

- Excellent communication and writing skills.
- Good leadership skills.
- Proficient in the use of Microsoft word, excel, Power point and the use of internet facilities.
- Good listening and learning skills.
- Highly resourceful, dependable and self-motivated.

INTERESTS

Reading and Travelling

REFEREES

Mr Livinus Aiwaegbe
Prime Atlantic Cegelec Ltd
71a molade okoya, Thomas Street,
Victoria Island Lagos.
08037312577

Mr James Ibibor
JimrossyGlobal Ventures
78b Mobolaji Bank Anthony way
Ikeja Lagos.
08033223737