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garage,
Bariga,
Lagos State.

AKPAN ABIGAIL HEZEKIAH.

OBJECTIVE

"To be a team Player in a global and challenging environment adding value to the organization through diligence and smart work".

WORK EXPERIENCE

Form M Processing officer: July 2009 - Nov 2016

35, marina First Bank Nigeria Plc.

Form m (s) document checking

Scheduling of amendment of form M(s)

Daily up-dating of CBN report on form M.

Treatment of enquiry from Relationship Managers, or Customers and matters relating to form m Documents

Capturing of form m (s) on single window.

Validation of form m (s)

Training of staff on form m capturing.

SHIPPING DOCUMENTS DESK:

Scheduling of shipping document for PAAR

Scheduling of shipping documents to CBN.

SKILLS

Computer proficiency, Effective communication skills, Ability to work with little Or no supervision, Ability to learn fast.

EDUCATION

2007 - 2013. Lagos state university, ojo.
B.sc in Computer Science.

2003 National Examination Council (Neco).

1998 - 2003 Army -Day secondary school. Ibagwa Abak Awka-Ibom State.
Senior Secondary school Certificate Examination.(SSCE)

1991 - 1997 Sam-Joe nursery & Primary School.
First School Leaving Certificate.

INTERESTS

Travelling, Organizing, Hospitality

BIO-DATA

Sex: Female

DOB: 4th April, 1984

Marital Status: Married

State of Origin: Akwa-Ibom

Religion: Christianity

REFEREES

Mr Francis Agbaje
Union Bank of Nigeria,
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Marina, Lagos.
Tel: 08028123563

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First Bank of Nigeria Plc,
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Marina, Lagos.
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