JOHN

JOHN.286800@2freemail.com

QUALIFICATIONS:

B.Tech. Estate Management (Second Class Honours)

West Africa Senior School Certificate Education

Proficiency Certificate in Management

EDUCATION:

2007: Abubakar Tafawa Balewa University of Technology, Bauchi State

2000: Government Army Secondary School, Elele Rivers State

2009: Nigeria Institute of Management-Chartered (NIM)

PERSONAL INFORMATION:

Date of Birth: 6th May, 1983

Marital Status: Single

Nationality & State of Origin: Nigeria, Benue State

Sex: Male

OBJECTIVE:

To render quality service, contributing productively to the attainment of the goals of an organization/establishment with opportunity for growth and career development.

SKILLS:

Microsoft office suit and internet proficiency

Able to work under pressure

Ability to undertake multiple tasks

Require no or less supervision

Fluency in spoken and written English

A team builder with strong communication skills

Strong interpersonal skills

Personal integrity and respect for diversity

WORK EXPERIENCE:

2013 - 2014: International Fertilizer Development Center (IFDC), Abuja

Helpline Staff/Data Entry Officer (Volunteer):

Identification and verification of farmers for the redemption of fertilizers and agro products to attain transparency in the Federal government Growth Enhancement Scheme (GES).

Undertake data collection of farmers/beneficiaries of GES within coverage area and ensuring that data collected is accurate, reliable and submitted in a timely manner.

2011 - 2012: Unity Bank Plc, Lafia Nasarawa State

Cashier:

Cash receipt (Deposits)

Cash payment (Withdrawals)

Cheque receipts (Lodgments)

Recording of transactions

Cash vaulting-Out/Vaulting-In,

Call Overs, etc.

2008 - 2009: Unity Bank Plc, Bodinga, Sokoto State Customer Service Officer (NYSC):

Delivering excellent customer service

Checking of customers’ account balance

Issuance of cheque/withdrawal booklets

Opening of customers’ accounts

Receiving clients/phone calls/correspondences

Maintain efficient filling system, etc.

HOBBIES:

Reading and travelling