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**GRACE**

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# CAREER OBJECTIVE

**Seek a satisfying Job in a respective organization which allows me put in efforts. An establishment that allows me to expand my experience, abilities and familiarize with the work profession atmosphere through hard work and dedication.**

# EDUCATIONAL QUALIFICATIONS

* **Imo State University (Accounting) B.Sc Imo State Nigeria.**
* **Institute Of Management and Technology (Mass Communication) National Diploma.**
* **National Examination Council(NECO) Secondary School Leaving certificate (SSCE)**

# WORK EXPERIENCE

* **Worked as a CUSTOMER SERVICE, Fidelity Bank PLC. Central Processing Center.**
* **Worked as a CASH AND TELLERING, Fidelity Bank PLC.**
* **Service Magic (TVQ Consulting) Corporate Training And Experience**
* **Money Laundering (DERFLAAB Consultants) Corporate Training and Experience.**
* **Exceptional Customer care (Prime Human Capital Resources LTD)**

# PERSONAL DETAILS

**Nationality : Nigeria**

**Date of birth : 22/09/1986**

**Place of birth : Abakaliki**

**Gender : Female**

**Marital status : Single**

**Religion : Christian**

**Visa status : Tourist** **Visa**

# LANGAUAGE

**English and Igbo.**

# RESPONSIBILTY

* **Ensure all data update to core banking application are in line with the banks and regulatory police.**
* **Provide adequate technical and knowledge support to branches.**
* **Prompt and courteous customer services.**
* **Timely resolution of customer complaints**
* **Ensure accounts are created and updated in line with policies**
* **Processing of cash payment and cash deposit.**
* **Security of work area and instrument.**

# INTERPERSONAL SKILLS

**1. Good communication and interpersonal skill**

**2. Competency in Finacle (Core Banking Application)**

**3. Preparation and analysis of financial statements**

**4. Ability to compare ledger against bank statement to check for irregularities.**

**GRACE**