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| BLOCK 74 FLAT 6  JAKANDE ESTATE OKEAFA, ISOLO  LAGOS STATE. | Phone +2348038110366  E-mail angelanwaghodo@yahoo.com |

OFFOR ANGELA NNEBUOGO

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| **Career Objective** | To utilize knowledge and acquired skills to attain excellence in my endeavors, while seeking to achieve personal and professional fulfillment |
| **Personal profile/qualities** | Strong organizational, planning and interpersonal skills to provide clients with excellent customer service. Key strengths: Good team player, Willing to learn, Hard working |
| **Date of birth** | 28th April, 1982 |
| **Sex** | Female |
| **Nationality** | Nigerian |
| **State of origin** | Delta |
| **Marital status** | Married |
| **Educational qualifications** | * Enugu State University of Science and Technology, Enugu [2001 – 2005] ***B. Sc QUANTITY SURVEYING*** – Second Class Upper * Ajaokuta Steel Project Staff Comprehensive Secondary School, Ajaokuta, Kogi State [1992 – 1998] ***Senior School Certificate*** |
| **NYSC** | Taraba State: **Oceanic Bank International Plc,** Jalingo Branch (2006) |
| **Professional memberships** | Chartered Institute of Bankers of Nigeria (CIBN) [Student Member]  Nigerian Institute of Management (Chartered)  [Associate Member] |
| **Work experience** | ***Sept. 2007 – April 2008*** **Oceanic Bank International Plc: *Head Teller*** : Cash and Teller Unit   * supervision of tellers; * end of day balancing and preparation of tellers’ proof; * vault administration (back up to cash officer); * ATM custodian; * uploading of ATM journal; * maintaining of vault and teller limit; * report rendition   ***May 2009 – April 2012*** **Oceanic Bank International Plc:**  **Customer Service Officer**   * Attending to customers – internal and external, inquiry and request; report rendition * Issuance of reference letters to customers   **April 2012-May2016** **Ecobank Nigeria Limited:**  **Head customer service**   * Account opening and closure * Ensue timely preparation and timely rendition of reports to internal and external parties as required * Maintenance of up to date register for customers transaction instructions as required under the existing policies and procedures   **Head Teller : Cash and Teller Unit**   * Efficient supervision of all tellers * Efficient management of cash and vault administration * Authorization of all transactions above teller limit * Ensure that branch ATMs are functional at all times * Processing of western union transfer for customers   Oct 2021- Date **Pedrocchi and Co Ltd**  **Administrative Officer**   * Receiving and processing Emails , physical mails and phone calls * Maintaining inventory of office supplies * Managing staff work schedules |
| **Referees** | To be provided on request |