

# Chiedu Osariemen **MOKWUNYE**

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**Residential Address:** 6, Ayodele Street, Onike-Iwaya, Yaba, Lagos State.

**Phone:** 08134091515

**Email:** anniemok94@gmail.com

**D.O.B.:** 5th November, 1994

**State of Origin:** Delta State

## **OBJECTIVE**

I am seeking a challenging position to contribute excellent business and management expertise with regards to occupational operations to meet organizational goals and push the boundaries of human endeavour for the overall benefit of society.

I am committed to the course of ensuring profitable growth and sustainable development.

## **PERSONALITY**

I am a self-driven and decisive young lady with a sense of duty and respect. I am passionate about developing myself and making an impact in society. I am industrious with a great sense of humour, strong and very resourceful. I appreciate the intrinsic values of team work for the betterment of the task at hand.

## **KEY SKILLS**

- Individual, Team and Organizational Leadership & Management skills
- HTML, CSS, Reactjs, Node.js, Expressjs and JavaScript
- Android base Mobile application development
- Microsoft Office and Technical Presentation
- Good Communication skills.

## **EDUCATION**

- B.Sc Banking and Finance (2015)  
**Second Class Lower Division**  
UNIVERSITY OF BENIN, BENIN CITY, EDO STATE
- West African Exams Council Senior School Certificate (2010)  
National Exams council Senior School certificate (2010)  
QUEENS COLLEGE LAGOS STATE.
- First School Leaving Certificate/Testimonial (2004)  
GREATER TOMORROW PRIMARY SCHOOL, BENIN CITY, EDO STATE

## **WORK EXPERIENCE**

- **(MARCH 2018 – OCTOBER 2018)**

### **WEMA BANK**

Worked in HUMAN CAPITAL MANAGEMENT (HCM), Learning and Development Unit as a Learning Coordinator.

#### **Attributes:**

Excellent skills in Power Point, Microsoft Excel, Office 365,  
Updating database,  
Coordination of trainings and staff within Nigeria,  
Drafting of memo,  
Processing of expense and payment for trainings, Processing of per-diems, re-imburement of funds to staff  
Enrolment of evaluation for assessment on trainings  
Engaging of training and catering vendors  
ITF filing and reimbursement

- **(2016-2017) – Tax Officer**

### **NATIONAL YOUTH SERVICE CORP.**

**Ogun State Internal Revenue Service, Abeokuta South LGA, Ogun State**

Attributes: Tax assessment to small and medium (PAYEE) scale enterprises

Tax enforcement operations

Tax reconciliation and receipts

- **(2015-2016) - Personal Assistant/Receptionist the CEO**

### **GREMATECH LTD. (Software and Mobile App Development)**

#### **Attributes:**

Uploading website and blog contents eg videos, images, text etc  
Sending Push message notifications to mobile apps on the Android and iOS platforms  
Planning schedules, tasks, meetings and other activities  
Familiarization with office setup and procedures amongst others

## **SUMMARY OF MERITS AND ACCOMPLISHMENTS**

- Paper on “Exchange rate volatility in the Nigerian Stock Market from 2004-2010”  
(Project Work) (2015)

## **HOBBIES/ EXTRACURRICULAR ACTIVITIES AND INTERESTS**

Browsing, Reading, Traveling, Chess, Socializing and Meditating

## **REFEREES**

- **Mark DUMAYAM**  
Department of State Service  
Aso Drive, Abuja  
08062767688