

Chinedu Nzeteh

House 144, Zone B, Kpaduma III, Asokoro Ext, Abuja.

+234: (0) 8035527457

Chinedunzeteh@gmail.com

CAREER OBJECTIVE

I seek to drive excellence, professionalism and profitability within an organisation in order to provide solutions that deliver high commercial value in the marketplace.

PROFESSIONAL EXPERIENCE

ACCESS BANK

Compliance Officer (Contract)

Oct 2018- March 2019

Responsibilities

- Ensuring accounts are opened in a legal and ethical manner
- Identification of old accounts that do not meet requirements of CBN guidelines
- Proactively audit documents to identify inconsistencies.
- Preparing activity reports and record documentation.
- Ensure that accounts opened followed CBN regulations and guidelines

EHUGBO TECHNICAL COLLEGE, Afikpo, Ebonyi State

Business Studies Teacher (NYSC)

June. 2015 – April. 2016

Responsibilities

- Source contents, prepare notes, develop lesson delivery strategy & reports
- Plan and prepare appropriately assigned subject
- Supervise team work, talent development, process improvement & class assessment
- Prepare lesson plan for each term, continuous assessments & other assigned duties

ACADEMIC HISTORY

- University of Benin, Edo state Nigeria 2010-2014
(B. Sc. – Business Administration)
- Igbobi College Yaba 2002-2017
(Secondary School Certificate)

TRAINING & CERTIFICATION

- Diploma in Data processing and Desktop publishing 2008
- WordPress web development. 2018
- Front-end Web Developer. 2020
- Installation of Solar Energy and CCTV security 2021 camera.

TECHNICAL SKILLS AND STRENGTHS

- Proficient in Microsoft application packages.
- Good communication and time management skills.
- Ability to learn fast and manage information.
- Skillful with team collaboration, activity reporting and presentations.
- Ability to work with minimal supervision.
- Front-end Web development (HTML, CSS, JavaScript, ReactJs, WordPress)
- Ability to develop creative concepts, solutions, attention to detail.
- Ability to relate to colleagues in an open and friendly manner.
- Ability to learn new tasks quickly.
- Resourceful and result oriented.
- Goal-oriented.

REFEREES

Available on request.