

CHUKWUMEZIE FELICITA AMARA

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Abuja, Nigeria

PROFILE SUMMARY

A Biochemistry graduate with knowledge of health science, database management, administrative management, and finance management. Proficient in executing hard tasks both in the health sector and administrative sector. Proved worthy in data processing, team building, Microsoft packages and coaching and developing people.

SKILLS

- Data processing
- Administrative management
- Problem solving
- Custom service

WORK EXPERIENCE

RECEPTIONIST- Part-time

October 2011-September 2012

Malo oil Limited, Nnewi

- Professionally answering phone, and routing calls as necessary.
- Sorting and distributing mail.
- Assisting with a variety of administrative tasks like replying email, taking notes, and preparing meetings.

LABORATORY TECHNICIAN- IT

March 2017-September 2017

St. Charles Medical Diagnostics, Awka

- Assisted in preparing laboratory equipment and collecting samples for the Lab scientist
- Maintaining, cleaning, measuring and sterilizing lab equipment.
- Providing technical support

PHARMACY ASSISTANT – NYSC

October 2018-October 2019

Uwani Cottage Hospital, Enugu

- Educating the patient on the prescribed drugs and their side effects
- Dispense medication to patients

DATABASE ASSISTANCE- Part-time

June 2020-March 2021

Phocles Nig Ltd, Enugu

- Organizing workshop for the junior staff
- Assist in auditing the branch
- Assessing the staff and writing report on their performance

FINANCE MANAGER

April 2021-date

Techno Santo Mezel Nig. Ltd

- Managing the fund of the company

EDUCATION

Bachelor of Science in Biochemistry

2018

Chukwuemeka Odumegwu Ojukwu University, Anambra, Nigeria

CERTIFICATION

Nigeria Society of Biochemistry Student (NSBS)

2018

Referee

Available on request