

UGOCHUKWU, CHIDIEBUBE C.
Phone Number 08105551961, 08172278150,09079394248
Email:chidiebubeugochukwu@yahoo.com
NO 3Bolo Street D/line Port Harcourt, NCCF Coper's lodge ona Ara, Ibadan.

PERSONAL OBJECTIVE:

An H.ND holder with relevant an diverse industrial experience seeking to secure a position an develop a career in a challenging organization that aspires for excellence an continuous growth in order to impact professional skills efficiently and effectively towards achieving organizational goals and sustainable business development.

PERSONAL DATA

STATE OF ORIGIN: IMO

GENDER:. FEMALE

EDUCATIONAL BACKGROUND

H.ND (UPPER CREDIT) LIBRARY AND INFORMATION SCIENCE

FEDERAL POLYTECHNIC NEKEDE OWERRI
NOV, 2017.

O.ND (UPPER CREDIT) LIBRARY AND INFORMATION SCIENCE

FEDERAL POLYTECHNIC NEKEDE OWERRI
NOV, 2014.

W.A.E.C

FAITH TABERNACLE COMPREHENSIVE SECONDARY SCHOOL OVOM,
ABA, .ABIA STATE.
JUNE, 2010.

WORK EXPERIENCE.

NYSC: ELEKURO HIGH SCHOOL JNR(ONA-ARA, IBADAN) NIGERIA

July 2018-June 2019.

Position: French Teacher

ESTRADE INTECTUAL ACADEMY(ONA-ARA, IBADAN)

UGOCHUKWU, CHIDIEBUBE C.
Phone Number 08105551961, 08172278150,09079394248
Email:chidiebubeugochukwu@yahoo.com
NO 3Bolo Street D/line Port Harcourt, NCCF Coper's lodge ona Ara, Ibadan.

October 2018-June 2019

Position: English Teacher

PRE-NYSC

MATEMP SERVICES LIMITED(Rivers State, Nigeria)

MAR 2015- July 2018

Position: Secretary/Payroll Accountant.

- Preparing minutes of meetings, filing letters and representing the company in invoicing.
- Compiling payroll analysis and documents associate with staff remuneration.
- Preparation of employment and termination letter for staff, staff welfare analysis and contract filing.
- Taking part in management meetings on arising matters.
- Preparation of payroll, P.I.T and pension analysis and filing.
- Regulating the imprest book and the expenses register.

M&B CONSULT

Position: Audit Clerk

MARCH 2014-DEC 2015

- Online Transfer and cheque disbursement analysis
- Receiving and disbursing of petty cash
- Stock reviews and staff training of clients establishments
- Compiling data and preparation of variety of reports(e.g imprest report, expenses report et.c) Investigating and reconciling questionable data
- Preparing and maintaining the automated version of report using available soft wares
- Preforming other miscellaneous activities and involving in audit activities.

MULTIMESH BROADCASTING CORPORATION:FAMILY LOVE FM

(Rivers State, Nigeria)

MAR 2014-

UGOCHUKWU, CHIDIEBUBE C.
Phone Number 08105551961, 08172278150,09079394248
Email:chidiebubeugochukwu@yahoo.com
NO 3Bolo Street D/line Port Harcourt, NCCF Coper's lodge ona Ara, Ibadan.

JUNE 2014

Position: INTERNSHIP

- Maintaining the library and library resources
- Taking and filing records of all material borrowed from the library
- Automation and classifying library material
- Keeping the record for acquired and withdrawn stock items
- Filing and editing interviews and meeting for presentation
- Taking part in audio production.

SATISFACTORY PRIMARY SCHOOL

(oyigbo; Rivers state, Nigeria)
2013

SEPT 2013-DEC

Position: Teacher

- Impacting knowledge to pupils
- Preparing lesson notes assignment question, test and examination.
- Management of the classroom.
- Preparation of results and other reports.

Bakers Palace

(ABULOMA, PORT HARCOURT RIVERS STATE NIGERIA)

JULY 2012-JAN 2013

Position: Account Clerk

- Managing the store, daily sales analysis, float register, cheque register and requisition notes.Banking of cash sales
- Controlling the invoicing and acquisition system.
- Taking part in stock review exercise.Reconciling cash book and tellers.Preparation of analysis on float, revenue and expenditure and sales report.

- Position: Dispatch Clerk

JAN 2012-MARCH 2012

UGOCHUKWU, CHIDIEBUBE C.
Phone Number 08105551961, 08172278150,09079394248
Email:chidiebubeugochukwu@yahoo.com
NO 3Bolo Street D/line Port Harcourt, NCCF Coper's lodge ona Ara, Ibadan.

- Taking charge and the stock review and discharge of product to various sales unit of the organization
- Preparing the shortage and overage account on a daily basis Preforming other duties delegated by the Accountant.

Derby&Lystra

(Rivers State, Nigeria)

AUGUST 2011-DEC 2011

Position; Sales Representative

- Maintaining the sales register
- Keeping records of customers complaint
- Sales analysis and banking.

General Skills /Competence

- Ability to learn fast and carry out task with limited supervisionresourceful and disciplined.
- Strong communication skill in English ,Ability to work with a team

I C T Knowledge

Competent in the use of Microsoft softwares (such as Word, Excel, Power Point,DBM, Access and corel draw) and efficient knowledge of the Internet and internet applications.

Other certifications

Classic infotech LTD: A course on Database Management June 2014.

Palmland :Human resources Management December, 2018

.Referee

Available on Request

UGOCHUKWU, CHIDIEBUBE C.

Phone Number 08105551961, 08172278150,09079394248

Email:chidiebubeugochukwu@yahoo.com

NO 3Bolo Street D/line Port Harcourt, NCCF Coper's lodge ona Ara, Ibadan.