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ONYISHI KANAYO FRANCISCA

BIO DATA

NATIONALITY:	NIGERIAN.
STATE OF ORIGIN:	ENUGU.
MARITAL STATUS:	SINGLE.
LANGUAGES:	ENGLISH, YORUBA&IGBO
SEX:	FEMALE.
DATE OF BIRTH:	JULY 19th 1996.

OBJECTIVE

Seeking a position to utilize my skills and abilities to build up professional experience in a dynamic and innovative business environment with the eventful objective of being productive, effective and resourceful.

SKILLS

- Good Communication Skills (Written and Verbal).
- Appetite for learning.
- Attention to details.
- Highly innovative with excellent problem-solving focus.
- Internally Motivated, Self-driven and Results-Oriented.
- Strong passion for excellence.
- Strong Interpersonal, Relationship-building and Team-working skills.
- Proactive.
- Ability to work under pressure.

EDUCATIONAL BACKGROUND

MOSHOOD ABIOLA POLYTECHNIC, ABEOKUTA, OGUN STATE.

2019

HIGHER NATIONAL DIPLOMA (ACCOUNTING)

Upper Credit.

MOSHOOD ABIOLA POLYTECHNIC, ABEOKUTA, OGUN STATE. 2015

ORDINARY NATIONAL DIPLOMA (ACCOUNTING)

Upper Credit.

LOMKET COMPUTER INSTITUTE, IBAFO, OGUN STATE. 2013
Advanced diploma in Desktop Publishing

RADIANT COMPREHENSIVE COLLEGE. 2012
Senior School Leaving Certificate.
West African Senior School Certificate

WORK EXPERIENCE

NATIONAL YOUTH SERVICE CORPS
ONE YEAR NATIONAL SERVICE JAN 2020 – OCT 2020

GOVERNMENT TECHNICAL COLLEGE, OGBOMOSO, OYO STATE.
TEACHER

- Taught Accounting.
- Organizing inter-class debate and quiz.
- Help in instilling good moral value into the students.

GUARANTY TRUST BANK, ONIPANU BRANCH, LAGOS STATE. FEB 2017 – DEC.2017.

CUSTOMER SERVICE UNIT.

INDUSTRIAL TRAINING

- Attending to the complaints of customers.
- Resolving issues encountered by customers.
- Ensuring that customer's files and packages are properly kept.

ST PAULS CATHOLIC CHURCH JUNE 2014 - SEP.2014

Assistant secretary

- Maintaining effective records and administration
- Ensuring that meetings are effectively organized and minuted.

TUNTOY NURSERY AND PRIMARY SCHOOL. FEB. 2013- JUNE2013

- Educating the students on their core subjects.
- Conducting high technical game activities under Health and Physical Education.
- Providing a professional and welcoming service 'to all the student and visitors.

INTERESTS

Online Reading.

Socializing with friends.

Traveling

Meeting new people.

REFEREES

Available on request