

OMACHI MARTHA OJOMAKPENE

ADDRESS: No 29 Busari Alarape Street, Felele Straight,
Ibadan.

Mobile: +234 8032425731/+234 8153761523

Email: ojomakpeneomachi@gmail.com

Knowledgeable and professional Assistant skilled in administrative support and customer service. Possessing uncompromising work ethic, time management, organization, and prioritization qualities. Multi-tasker, possesses resilience, excellent communication, leadership, and interpersonal relationship abilities.

CORE COMPETENCIES

- Copy editing
- Proofreading
- Sales and Marketing Strategies
- Listening
- Business Intelligence Analytics
- Corporate Communications
- Microsoft Offices
- Customer Service and Follow-up
- Interpersonal Relationship
- Leadership
- Dispute Resolution
- Corporate Communications
- Analytical Thinking
- Team Playing
- Performance Management
- Team and People Management



PROFESSIONAL WORK EXPERIENCE

OPERATIONS SUPERVISOR/TELLER(OTUO MICROFINANCE BANK LTD)

2021

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Handling currency, transactions, and confidential information in a responsible manner.
- Using software to track bank information and generate reports.

COMPUTER OPERATOR AND COPY TYPIST(AMA GOLD COMPUTER INSTITUTE)

2020

- Generates written or computer-generated documents and reports.
- Proofreads documents before submission.
- Files records and copies of physical and digital documents.
- Tracks hours rendered for specific tasks.
- Provides transcripts of meetings and audio recordings.

SECRETARY(ODA GAS FILLING PLANT)

2019

- Serves and coordinates activities.
- Records transactions.
- Establishes a good relationship between the Management and customers.
- Ensures the welfare of the workers.
- Assists in payroll preparation by providing relevant data (absences, bonus, leaves).

HOMEROOM TEACHER(KINGS AND QUEENS ACADEMY)

2010

- Keeps attendance records.
- Monitoring student behaviour.
- Prepares lesson notes using the approved syllables.
- Organizes extramural classes for students.
- Prepares test and examination questions and marking schemes.
- Scores and records test and examinations results.

EDUCATION

-
- B.Sc. FISHERIES AND AQUACULTURE- KOGI STATE UNIVERSITY, ANYIGBA

2012-2018

REFEREE

Available on Request

HOBBIES

- Writing.
- Reading.
- Copy editing.
- Transcribing.
- Acting.
- Networking.



Edit with WPS Office