

# OLUCHUKWU, EDEH

16, Revival close, Canal Estate, Okota, Lagos.

[oluchukwuedeh0@gmail.com](mailto:oluchukwuedeh0@gmail.com)

<http://www.linkedin.com/in/oluchukwu-edeh-b8a426147>

08134616447, 09078828805.

## CAREER OBJECTIVE:

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Highly organized individual with polished communication style, contributing my talent and knowledge to meet organizational goals and objectives. Adapt at handling multiple issues with utmost professionalism and courtesy. Able to work well independently with little or no supervision or in coordination with other staff.

## SKILLS:

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- A Team player and meeting deadline
- Problem Solving
- Personal – interpersonal skills
- Microsoft office tools (Word, Excel, PowerPoint and Microsoft Azure AD)

## CAREER HISTORY

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### **Guaranty Trust Holding Company(GTCO)**

4, Ogunnusi Road, Ogba, Lagos.

***Administrative Officer***

**October, 2019 – present**

- Prepare regular report and budget
- Manage office supplies stock and place orders
- Update office policies.
- Manage the banks fixed asset.
- Maintain good relationship with banks vendor and stakeholders.



## **Dangote Industries Ltd**

1, Alfred Rewane Street, Ikoyi, Lagos.

***Finance department – Import Documentation. January 2015 – December 2015***

- Prepare letter of credit request
- Prepare Insurance details on letter of credit document
- Prepare amendments and extension letters for importation.
- Flexibility and Adaptability
- Good communication skills.

## **EDUCATIONAL QUALIFICATIONS:**

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|---|-------------|
| ➤ <b>Higher National Diploma (HND ),Banking and Finance</b> | <b>2017</b> |
| Lagos State Polytechnic, Ikorodu, Lagos State.              |             |
| ➤ <b>National Diploma (ND), Banking and Finance</b>         | <b>2014</b> |
| Lagos State Polytechnic, Surulere, Lagos State.             |             |
| ➤ <b>West African Senior School Certificate.</b>            | <b>2011</b> |
| Blessed Ave Maria School(BAMS College)                      |             |

## **PROFESSIONAL QUALIFICATIONS:**

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|--------------------------------------|-------------|
| ➤ <b>Google Skills For Africa</b>    | <b>2019</b> |
| Fundamentals of Digital Marketing    |             |
| ➤ <b>Microsoft Azure Certificate</b> |             |
| <b>2021</b>                          |             |
| Azure Fundamentals                   |             |
| Azure Administrator Associate        |             |
| Azure AI Fundamentals                |             |
| Azure AI Engineer Associate          |             |



Azure Data Fundamentals

Azure Data Engineer Associate.

Azure Architect Design (In view)

Azure Architect Technologies (In view)

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## REFERENCE:

Available on Request