**Phone: 08160183342,**

**Email:** [**vivianokonkwo07@gmail.com**](mailto:vivianokonkwo07@gmail.com)

**OKONKWO VIVIAN CHINAZA**

Date of Birth: June 13, 1993

Nationality: Nigeria

Marital Status: Single

Sex: Female

State of Origin: Anambra

Contact Address: 6 Harmony Estate Rumuokurushi, Portharcourt.

**PERSONAL**

**INFORMATION**

2010-2014 Madonna University Okija, Anambra State

B.Tech (Honors) Computer Science Education

(Second Class Upper Division)

**EDUCATION**

**Margarita Investment Nigeria Limited, Portharcourt, Nigeria.**

**(Financial and Control Department) August 2015 – Present**

* Performs accounting services with QuickBooks accounting software package to ensure accurate records
* Forecasts losses and earnings to a high degree of accuracy
* Adheres to departmental regulations and ethics

**Community Secondary School, Ibotio Ndon, Akwa Ibom State**

**(Mathematics/ Computer Teacher) NYSC 2015**

* Inculcate knowledge in the students
* Enlighten the students more on information system and technology
* Teach the students the various etiquettes of life

**WORK EXPERIENCE**

**Objective**

**Total Exploration and Production Nigeria Ltd, Trans-Amadi Industrial Layout,**

**Portharcourt (Industrial Training) 2012**

## Handling and Debugging of Errors in invoices using Microsoft Excel

## Troubleshooting of computers and motherboard

* Maintenance of computers and printers
* Upgrading of operating systems
* Installation and maintenance of data in the computer

**PROFESSIONAL QUALITION & SKILLS**

1. Basic Fire Fighting Training (DON HOPE NIG LTD IN COLLABRATION WITH TOTAL E&P NIG LTD)
2. Computer: MS Windows Operational Systems, MS package (word, excel, access, PowerPoint, publisher and FrontPage).
3. Ability to manage multiple tasks with minimal time resources and to accept criticism.
4. Tenacity, stamina, and focus necessary for degree completion.

**HOBBIES**

Travelling, Reading, Cooking and Making Friends

**REFERENCE**

* **DR. MRS. B.U CHUKWUNEKE**

Department of Science Education

Madonna University, Okija, Anambra-State.

08033554588

* **MR. NWEYE EMMANUEL**

Total Exploration and Production Nigeria Limited

Portharcourt

08039799872