

CURRICULUM VITAE

NDUZIEM UGOCHUKWU VICTOR

Mobile: No. +2348137745553

Address: No. 6 Umuanike Street Mount Agbani Road, Enugu State, Nigeria

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PROFILE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

SKILLS:-

- ✓ Driving, oral communication, problem solving, creative thinking, self esteem, perception competence, time management
- ✓ Very Energetic result oriented and organized
- ✓ Efficient and well behaved person
- ✓ Extremely hardworking self motivated and able to work independently in a team environment under supervision
- ✓ Keep excellent inter personal relations with colleagues and ready to help them.

EDUCATIONAL QUALIFICATIONS

- ❖ Blessed Model Primary School (First School Leaving Certificate/Testimonial)
- ❖ Yumac High School, Agbani (High School Certificate)
- ❖ Computer Base Training School Certificate (C.B.T. Diploma)
- ❖ Federal University Of Technology, Owerri (Still Studying)

COMPUTER SKILLS

- ❖ Basic Computer Knowledge (Ms-Office, Excel, CorelDraw, Power point, internet etc...)

WORK EXPERIENCE

Company : Royal Palace Hotel Limited, Enugu State
Position : Front Desk Operator/Rep.
Duration : 1 year

Company : Cypenn Computers Limited, Enugu State
Position : Computer Operator
Duration : 3 years up-till Date

DUTIES: - Receives and inspects all incoming materials and reconciles with purchases order and Governments online Registrations.

- Processes and distributes documentation with purchase orders.
- Documents and tracks damages and discrepancies on orders received.
- Receives and stores documents and confidential files.
- Maintains records and approved document and confidential files destruction.
- Maintains the records area and stores area in a neat and orderly manner.

PERSONAL DETAILS

Name : **NDUZIEM UGOCHUKWU VICTOR**
Nationality : Nigerian
Date of birth : 20th February, 1995.
Gender : Male
Marital : Single
Language : English and Igbo

PASSPORT DETAILS

Passport No : A06806390
Date of Issue : 07/08/2015
Date of Expiry : 06/08/2020
Place of Issue : Enugu State, Nigeria

DECLARATION

I hereby certify the above information are true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.