

CURRICULUM VITAE

*NO. 3 CHIEF WILSON ABALI, OFF ROAD 24 BY ISAIAH, AGIPRUMUEME, PORT HARCOURT,
RIVERS STATE.*

PERSONAL DATA

NAME: EGBURONU, ESTHER ROSEMARY
DATE OF BIRTH: 19TH JULY, 1983
PLACE OF BIRTH: LEWISHAM, LONDON
STATE OF ORIGIN: ABIA STATE
SEX: FEMALE
MARITAL STATUS: SINGLE
NATIONALITY: NIGERIAN
PHONE NUMBER: 08032634080, 08038727824
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CAREER OBJECTIVE

*TO CONTRIBUTE MEANINGFULLY TO THE REALIZATION OF THE CORPORATE AND BUSINESS GOALS OF THE ORGANIZATION IN WHICH I AM EMPLOYED TO SERVE THROUGH THE PROVISION OF QUALITY SERVICE.

*TO ENHANCE EFFICIENT PERFORMANCE OF THE ORGANIZATION THROUGH COMPETENCE AND PROFESSIONALISM

*TO IMPACT POSITIVELY ON THE WORKING ENVIRONMENT THROUGH DEDICATION, HARDWORK AND THE FOSTERING OF TEAM WORK

EDUCATIONAL BACKGROUND

INSTITUTION	DATE	QUALIFICATION
1. INSTITUTE OF CHARTERED ACCOUNTANTS NIGERIA (ICAN)	2013	IN VIEW
2. NIGERIA INSTITUTE OF MANAGEMENT CHARTERED	2006-2007	CERTIFICATE
3. NATIONAL YOUTH SERVICE CERTIFICATE	2006-2007	NYSC CERTIFICATE
4. ABIA STATE UNIVERSITY UTURU, ABIA STATE	2001-2005	B.Sc ACCOUNTING
5. COMPREHENSIVE SECONDARY SCHOOL AMANZE OBOWO, IMO STATE	1995-2000	W.A.E.C
6. MERCY NURSERY/PRIMARY SCHOOL, BISHOP HOUSE, UMUAHIA, ABIA STATE.	1989-1994	SCHOOL LEAVING

SKILL AND COMPETENCIES:

Excellent cast and management skills
Good transaction processing and document
Good communication (oral and writing)
General management/administration 🚗
Team building
Leadership/coaching/influencing/supervisory
Organization and coordination skills
Excellent customer account servicing
Excellent customer relationship management

WORKING EXPERIENCE

UNIVERSAL BASIC EDUCATION

Department of Planning & Statistic (Computer)
No. 50 Shendam Road Lafia, Nasarawa State

JOB FUNCTION: (NYSC) Store Data Base for Teacher in Nasarawa State
Date:4th Sept. 2006-5th Sept. 2007

INDUSTRIAL AND GENERAL INSURANCE COMPANY LTD (IGI)
No. 2 Ikwerre Road, Port Harcourt

JOB FUNCTION: Marketing Officer/ Sale of Life Insurance Product
DATE: 25TH OCT. 2007 TO JUNE 2008

GUARANTY TRUST BANK PLC:
Plot 279 Tombia Street
Off Aba Road, GRA Junction
Port Harcourt, Rivers State.
JOB FUNCTION: Assistant Transaction Officer
(Cash centre Lufthansa airline)
DATE:2006

FIDELITY BANK PLC:
No. 3 Trans-Amadi Layout, Port Harcourt
DATE:1 July, 2008 to 3rd August 2011
JOB FUNCTION

TELLER:

- Pay Cash In Exchange For Properly Certified Withdraw Instrument
- Receive, Verify And Properly Acknowledge Cash Deposit
- Perform Call Over Of Branch Transaction
- Receive And Pay Foreign Currency

CUSTOMER SERVICE (RELIEF OFFICER)

- Opening Of Saving, Current Account Etc
- Checking Of Balance
- Printing Of Account Statement
- Issuing Of Cheque Book

- Request / Issuing Of ATM Cards
- Proper Filling Of Customer Request /Files
- Excellent Customer Service/Relationship Management
- Cheque Confirmation

FUND TRANSFER:

- All fund transfer transaction
- NEFT – nibs, electronic fund transfer
- Dom transfer (DSD;EUR;GBP)
- Western union
- Account to account transfers
- Collections (DSTV, NEPA, Flight payment)
- RTGS – real time gross settlement.
- Prepare/issuing of Managers cheque
- Prepare of outward cheque for clearing
- Up Country Cheque
- Return Inward
- Return Outward
- Caution notice.
- Proper book keeping of registers
- Proof of manager's account
- Prepare of monthly activity report.

CASH OFFICER:

- Cash management
- Vault maintenance
- Supervisor of teller
- Proper maintenance of all vault registers
- Prepare of monthly cash certificate
- Prepare of ATM report

FIRST BANK NIGERIA LTD

PH – WIMPEY BRACH

PORT HARCOURT

DATE OF RESUMPTION: 23rd August 2011

JOB TITLE: Bulk Teller.

JOB FUNCTION: Payment of Bulk Cash

Receive of bulk cash (millions)

Call over of transaction.

JOB TITLE: Treasury & Credit officer

JOB FUNCTION:

Posting of Clearing Cheques
Management of Store
Provision and Availability of Working Tools.
Printing of branch call over partitions
Loan process postings

HEAD CUSTOMER SERVICE

Attending to all customer report promptly
Excellent customer service delivery with a smile
Verification of account documentation and account opening.
Reactivation of Account.
Activation of E-Business product to customer (e.g.) online banking,
Providing solution to customer's issues.

TRANSFER TO PH DIOBU

JOB TITLE:Head cash operation

JOB FUNCTION:

Cash management (inflow & out)
Teller supervision
Vault key holder
Balance of vault
Maintenance of proper record of cash out& in of vault
Cash evacuation

SWITCH TO ATM CUSTODIAN

JOB TITLE:Branch ATM Custodian

JOB FUNCTION:

First level maintenance of all machines (good at wincor & NCR Machine)
Dispense error resolution
ATM reconciliation
ATM cash loading and evacuation of cash.
Arbiter(other bank resolution of error)

Currently Head Quick service piont (mini branch)
Branch coordination and supervision.

Referee on request.