



ODIMEGWU DEBORAH CHIAMAKA

Address: 13, Aryo Shogunle Street, Ira Quarters, Ojo,
Lagos State.

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My CAREER OBJECTIVES

A confident and highly organized Administrative Officer, with strong academic and administrative background. In view of my academic qualifications and previous work and off the job experience, I hereby seek employment in any administrative capacity with an organization that love daring personalities; while I deliver with passion professionally these skills that have made me efficient, to grow the organization even as I learn on continued basis the relevant skills that will always stand me and my organization out.

My Core Skills

Organised, Microsoft Word and Excel proficient, imaginative, creative, adaptive, innovative, good communication, fast learner and highly proactive.

WORK EXPERIENCES

Institution/Company:-

Position:-

Period:-

Institution:-

PERSONAL DATA

Date of birth:	16th June, 1991
Gender:	Female
Marital status:	Single
State of Origin:	Imo State
Local Government Area:	Orsu
Religion:	Christianity
Nationality:	Nigerian

Educational/Academic Qualifications

- ✓ The Chartered Institute of Bankers of Nigeria, Professional Conduct and Ethics Certification, 2020.
- ✓ National Youth Service Corp, Bida, Niger State, 2015-2016.
- ✓ Nnamdi Azikiwe University, Awka, Anambra (B.Sc. Public Administration 2.1) 2010-2014.
- ✓ Faithland Group of Schools, Benin City (Senior Secondary Certificate (WAEC) 2005-2008.
- ✓ Akoka Junior High School, Bariga, Lagos State (Junior Secondary School (JSS) 2002-2005.
- ✓ Bethel Nursery and Primary School, Benin City (Primary School Leaving Certificate) 1996-2002.

Access Bank PLC, Trade Fair Branch, Lagos State.

Teller

2019 to 2020.

St. Thomas Catholic Academy, Irhue-Nowina, Benin City, Edo State.

Position:-	English/Literature In English Teacher
Period:-	2017 to 2018
Major Achievement:-	Introduced Drama club as an extra curriculum activity.
Institution:-	Ebelechukwu International School, Anambra State
Position:-	Form Teacher
Period:-	2017
Major Achievement:-	Assisted with the preparation of the pupils for an inter house sports event in which they performed great.
Institution/Company:-	Cliff Electronic Enterprise, Alaba International market, Lagos
Position:-	Customer care representative/Secretary
Period:-	2016
Major Achievement:-	Contributed to the increase in sales and revenue of the company by enhancing the customer relation base and building a much friendly front office for the organization.
Institution:-	Federal Government Girls' College, Bida, Niger State
Position:-	English/Literature in English Teacher and Assistant Boarding House Mistress (NYSC)
Period:-	2015 to 2016
HOBBIES	REFERENCES: Available on request.
<ul style="list-style-type: none"> • Reading • Learning new skills • Surfing the net for vital information • Making new acquaintances 	