

# CHUKWUMA, HOPE IRUKA

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## PERSONAL PROFILE

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I am a versatile, enthusiastic and dedicated individual with a passion for service to humanity. I hold a bachelor's degree in Biochemistry, and I am moderately proficient in the use of Microsoft office tools (word, Excel, Power point etc.) I am also an excellent team player and a leader with very good interpersonal relationship and negotiation skills.

With my experiences, skills, interests and qualifications, I believe I can contribute and develop a career in your organization

## PERSONAL INFORMATION

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- ❖ Name: **HOPE IRUKA CHUKWUMA**
- ❖ Date of Birth: **30<sup>TH</sup> APRIL 1984**
- ❖ Sex: **FEMALE**
- ❖ Marital Status: **MARRIED**
- ❖ Nationality: **NIGERIAN**
- ❖ E-Mail: **youniquehope@yahoo.com**
- ❖ Phone Number: **08034230542**
- ❖ Permanent home address: **Chukwuma's family Edem,Uwenu Umulumgbe, Udi Lga Enugu State.**

## WORK EXPERIENCE

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- ❖ **EBIKON MEDICAL LABORATORY** Rukuba Road, Jos, Plateau State (SIWES) 2005 / 2006  
Responsibilities; Collection and registration of samples, Routine Laboratory and diagnostic activities, other official duties.
- ❖ **MARVELLOUS SCHOOL**, D line Port Harcourt, (NYSC Primary Assignment) 2008 / 2009.  
Responsibilities; Preparation and administration of lesson notes and lessons, collation and Administration of weekly and termly progress report of students, other official duties.
- ❖ **FIRST BANK OF NIGERIA PLC**, (Banking Officer. Head Non financial service ) 2009 - Till Date  
Responsibilities: Oversee the creation and closing of accounts for customers, Oversee and authorize all account modification requests, ATM card processing and issuance, dispute resolution, probate administration, oversee issuance of bankers confirmation and letter of reference, maintain security of all information entrusted to staff, supervise and approve all transactions initiated by subordinates, general customer inquiries, all other duties as assigned by supervisors.

## EDUCATIONAL QUALIFICATIONS WITH YEAR ATTAINED

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- ❖ **M.Sc Biochemistry- In view.**
- ❖ **NYSC Discharge Certificate,** **2009**
  - National Youth Service Corps, Port Harcourt, Rivers State.
- ❖ **B.Sc. Biochemistry (Second Class Upper Division)** **2007**
  - University of Jos, Jos Plateau State Nigeria
- ❖ **Senior School Certificate Examination (SSCE)** **2001**

- St John's College, Jos, Plateau State Nigeria
- ❖ **Primary School leaving Certificate**
- Alama Private School Jos, Plateau State.

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## **SKILLS/AREAS OF COMPETENCE**

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- ❖ Project management.
- ❖ Interpersonal relationship, public relations and negotiation.
- ❖ Proficient in Microsoft office tools
- ❖ Organizational and leadership skills
- ❖ Good communication skills.
- ❖ High Emotional and social intelligence.
- ❖ Analytical thinking and problem solving skills

## **INTERESTS/HOBBY**

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- ❖ Music, Travelling, writing and Reading.

## **REFEREES**

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- ❖ Available on request.