

CHUKWU BLESSING CHINELO

New Road, At Ugochukwu Duro-Owode Transformer, Eti Osa, Lagos ▪ 09124354536 ▪
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SUMMARY

An astute, highly organized and efficient professional with a thorough and precise approach to engagements which has produced excellent results to date. Able to manage own time effectively and prioritize workload. Friendly and approachable with excellent interpersonal, educational and customer relations skills.

WORK EXPERIENCE

CASHIER | General Hospital, Onna Eket LGA, Akwa-Ibom (NYSC) 2024

- Document financial transactions.
- Review financial documents to resolve discrepancies.
- Reconcile reports, statements, and transactions.
- Regulatory compliance.

RECEPTIONIST | Beauty Studio, Calabar. 2023

- Greeting Clients and visitors.
- Managing phone calls and emails.
- Maintaining records and databases.
- Providing administrative support.

SALES REPRESENTATIVE | Galaxy Supermarket, Okuku Cross River Dec. 2024

- Meeting or exceeding sales goals.
- Customer relationship management.
- Generating sales/leads.

EDUCATION

Bsc in Human Anatomy 2017-2022

Cross River State University.

- Specialization in Advanced Techonologies.
- Innovations and Sustainable Development.

Secondary School Certificate (SSCE) 2009-2015

St. Francis Meridian College, Okuku-Yala Cross River State

- Relevant coursework in Basic Design and Project Management.

SKILLS

- Active Listening Skill.
- Stock Management.
- Good Communication Skill.

REFERENCE

AVAILABLE ON REQUEST.

