

**ORJI AMANDA MUNACHI**

Victory Housing Estate,

Elelenwo, Port Harcourt

Rivers State, Nigeria.

07015967111

**CAREER OBJECTIVE**

- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.
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**PROFILE**

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humor. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively.

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

**ACADEMIC QUALIFICATIONS**

2021-2022 National Youth Service Corp (NYSC)

2019-2020 FINEK School of Computer

2015-2019 Bachelor of Science (B.SC) Banking and Finance

Michael Okpara University of Agriculture Umudike

2010-2013 Federal Government Girls College Owerri

2002-2010 Living Word Academy Primary and Secondary school

## **WORKING EXPERIENCE**

November 2018- January 2020: Sales rep for Crunchies Fried Chicken Aba Branch: I was saddled with the responsibility of selling the company's product to customers and reaching out to customers and maintaining a high level of good customer service.

June 2020- May 2021: Teacher at Dynamics International School Aba: I was handling mathematics for JSS1-JSS3 and also taking Government and Agricultural science for SS1-SS3, during my stay in the school I prepare lesson note and impart knowledge on the students on the various subject and also prepare their exam questions and take care of the marking and scoring of each student.

September 2021- July 2023: Administrative assistant at Maldini Marbles & Granite. I was responsible for providing administrative support to the firm. I handled duties such as organizing company records, overseeing departmental budgets, maintaining inventory of office supplies and logistics.

September 2023 till date: Accountant at Multi Reliance Nigeria Limited :I was responsible for maintaining, analysing financial records, keeping track of income, expenditure and tax liabilities.

## **PRIMARY SKILLS**

Good Communication Skills

Team Work

Effective management

Integrity

## **REFERENCES**

**Available on Request.**