

CYNTHIA AMARACHI ENEBEKE

Plot 2, Floor 1, Opposite Umm Al Quwain Radio Station, Umm Al Quwain, United Arab Emirate.

Position Applying for: Receptionist, Secretary, Accountant, office assistant, or any available administrative position

PROFILE

Hardworking Accounting Graduate with proven skills, Passion for Mankind, Organization, Accuracy in numbers/ calculations, Human resource and great communication skills with huge experience in Waitress and Kitchen Supervision.

CAREER OBJECTIVES

To manage the finance function of the organization including operation cost, collaborating with the board to develop full strategic plan and projects for the organization and to secure a position as a financial manager with a reputable company where my education, skill knowledge and experience will be fully utilized, aiming at a job satisfaction and self-improvement in order to achieve the organization and individual goal and objectives.



WORK EXPERIENCES:

AL-JIYAD STABLES AND HORSE EQUIPMENT DUBAI, UAE.

Receptionist/ Cashier - (2021)

Al-jiyad Stables is the home of over 120 Arabian Leisure school and endurance horses. Whether you are looking to do sports or just to relax in a true ambiance of farm life away from the city, Al Jiyad stables offers both.

Key responsibilities;

- ❖ Responsible for cash Inflow and outflow.
- ❖ Ensure that our customers pays for every services.
- ❖ Responsible for handling customers financial transactions Like payments, receiving cash, transfers and POS services.
- ❖ In charge of reservations, booking, attending to customers offline and online.
- ❖ Ensure i issued receipt for all transaction, and also to make sure that all receipts and all other documents are filed accordingly.

ACCESS BANK

Customers Service - (2019-2020)

Access Bank Plc is one of the leading financial institution in West Africa.

Key Responsibilities;

- ❖ Helping to build good customers relation.
- ❖ In-charge of customers complaints, and also provide the necessary solution to their problems.
- ❖ Responsible for the handling, processing and servicing of clients' branch transactions in a prompt, efficient, and accurate manner, Following bank procedures when performing transactions.
- ❖ In-charge of ATM cards and also make sure that new ATM is picked, once the old one expires, by putting a call across to the customers.



BIO-DATA:

State of Origin:

Imo State

Local Govt. Area:

Ideato North

Sex:

Female

Marital Status:

Single

Date of birth:

25th March, 1993

CONTACT:



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Umm Al Quwain,
United Arab Emirate.



Nigerian



EDUCATION QUALIFICATION

- 2014-2016 Higher National Diploma (H.N.D) in Accounting.
Federal Polytechnic Oko, Anambra State.
- 2010-2012 National Diploma (O.N.D) in Accounting.
Federal Polytechnic Nekede, Owerri.
- 2003-2009 Senior Secondary School Certificate (SSCE)
Lopez Secondary School Aba, Abia State.
- 1997-2003 First School Leaving Certificate (FSLC)
First Class Academy Aba, Abia State.

PROFESSIONAL QUALIFICATION / CERTIFICATION

Digital Marketing	-	In View
Computer Training.	-	2018

SKILLS

Computer Skills: Basic knowledge on Microsoft Offices 2017 (word, Excel Power Point, Access, Explorer, internet utility, quick books).

Personal Skills: Ability to work with little or no supervision, excellent communication/ interpersonal skill, positive attitude self-motivated, result oriented and target driven.

Language: English and Igbo.

INTEREST AND HOBBIES

Reading, learning, singing and cooking.

REFEREE ON REQUEST

