

CONTACT

UCHE ESTHER NNEKA

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Sheikha Noora Building, Barsha Heights (Tecom) Dubai



OBJECTIVE

A diligent self-motivated professional with 2years of experience in banking sector, travel and ticketing. A proven track record in all dealings, ambitious and eager to acquire new skill and deliver expected result with minimum out lay of time. I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

August - NOVEMBER

◦ THE PRIVATE OFFICE OF H.H SHEIKH AHMED BIN FAISAL AL QASSIMI RECEPTIONIST

*Greet guests as they arrive. Answer phone calls and emails from clients.

*Maintain calendars for the office and coworkers.

File important documents and keep them well organized.

*Perform any other clerical duties necessary to keep the office running,
Sorting and handling out mail, setting appointments.

*4th February 2019 - 23rd
July 2021*

◦ UNITED BANK FOR AFRICA BANK TELLER (TRANSACTIONS OFFICER)

- Recording transactions, which involves logging checks and preparing transaction reports.

- Counting and packaging currency.

- Reconciling cash drawers.

- Opening new accounts and helping with loan applications.

- Exchanging foreign currency.

- Promoting the bank's products and services.

*9th MAY 2018 - 26th
JANUARY 2019*

◦ RELIABLE TRAVELS AND TOUR TICKET RESERVATION OFFICER

*Assisting and advising customers who may be choosing from a variety of travel options.

*Making reservations for customers based on their various requirements and budgetary allowances. Checking the availability of accommodation or transportation on the customers' desired travel dates.

*Helping plan travel itineraries by suggesting local tourist attractions and places of interest. Processing payments and sending confirmation details to customers.

EDUCATION

2015

◦ THE POLYTECHNIC OF IBADAN PURCHASING AND SUPPLYING UPPER CREDIT

2017

◦ UNIVERSAL SCHOOL OF AVIATION AIR TICKETING AND RESERVATION / TOURISM MANAGEMENT MERIT

SKILLS

- *Customer service *Oral and written communication *empathy *problem solving *team work and collaboration
- *Time Management *Ability to work under pressure *perseverance and motivation

REFERENCE

- Sarino salibi - "The private office of h.h sheikh ahmed bin faisal Al Qassimi "

Chief Advisor officer

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