CURRICULUM VITAE
AMBE FELIX TERWASE

Nigeria Defence Academy, Kawo, Block 38, Kaduna State, Nigeria | 08107536024 | felixambe111@gmail.com

PROFESSIONAL PROFILE

A disciplined, responsible and results-oriented Public Administration graduate with practical experience in administration, finance, credit management, record keeping and organizational support. Possesses strong communication, interpersonal and computer skills, with the ability to work effectively under pressure and within a team.

I am highly committed to professionalism, integrity, accountability and continuous learning. My experience with the Nigeria Defence Academy and in financial services has developed my ability to handle confidential records, support administrative operations, maintain accurate financial documentation and work effectively in structured organizational environments.

I seek to contribute my knowledge, skills and dedication to a reputable government institution or public-sector organization, while continuing to develop professionally and contribute meaningfully to organizational goals.

CAREER OBJECTIVE

To obtain a challenging position in a reputable government organization where I can utilize my academic background in Public Administration, administrative experience, financial knowledge and organizational skills to support efficient service delivery, accountability and institutional development, while acquiring further professional experience and contributing positively to the objectives of the organization.

PERSONAL DETAILS

Full Name	Ambe Felix Terwase
Date of Birth	13th September, 1995
Gender	Male
Nationality	Nigerian
State of Origin	Benue State
Local Government Area	Makurdi Local Government
Marital Status	Single
Religion	Christian

EDUCATIONAL BACKGROUND

Benue State University, Makurdi	2016 – 2023
Kaduna Polytechnic	2015 – 2018
Comprehensive College, Kaduna State	2007 – 2014
Command Nursery and Primary School	2003 – 2007

QUALIFICATIONS & CERTIFICATIONS

- Bachelor of Science (B.Sc.) in Public Administration — 2023
- National Youth Service Corps (NYSC) Certificate — 2025
- Diploma Certificate in Banking and Finance — 2018
- West African Examinations Council (WAEC) — 2014
- Certificate in Artificial Intelligence — 2024
- Computer Certificate — 2010
- First School Leaving Certificate — 2007
- Hunan resources management --2025

PROFESSIONAL WORK EXPERIENCE

Nigeria Defence Academy, Kaduna

Finance Intern / Industrial Training (I.T.) | 2016 – 2017

Key Responsibilities:

- Assisted with day-to-day financial and administrative activities.
- Assisted in bookkeeping and maintenance of financial records.
- Prepared and maintained cash book records.
- Assisted with checking and processing financial documents and vouchers.
- Supported proper documentation and filing of financial transactions.
- Assisted in maintaining accurate records for accountability and auditing purposes.
- Worked with staff to ensure that financial documents were properly recorded and processed.

Credit Officer, Shortloan Limited, Abuja

Key Responsibilities:

- Processed and assessed credit and loan applications.
- Conducted preliminary verification of applicants' information.
- Assisted in evaluating customers' creditworthiness before loan approval.

- Maintained accurate customer and credit records.
- Followed up on loan repayments and outstanding obligations.
- Assisted with loan recovery and customer communication.
- Ensured proper documentation of credit transactions.
- Worked professionally with customers while maintaining confidentiality and integrity.

National Youth Service Corps (NYSC)

Administrative Assistant – Army Wing | Nigeria Defence Academy, Kaduna | 2024-2025

Key Responsibilities:

- Provided administrative support to officers and staff.
- Assisted with examination-related activities and documentation.
- Supported examination supervision and other academic administrative duties.
- Assisted in the organization and coordination of assigned activities.
- Participated in and supported bush exercise activities as assigned.
- Delivered official documents and correspondence to the appropriate offices.
- Assisted with filing, documentation and general office administration.
- Worked effectively within a structured and disciplined institutional environment.
- Performed other duties assigned by supervising officers.

CORE COMPETENCIES & SKILLS

- Excellent verbal and written communication
- Public administration and office management
- Record keeping and documentation
- Financial record management
- Bookkeeping and cash book management
- Credit assessment and loan administration
- humans resources management
- Computer literacy and digital skills
- Microsoft Office applications
- Administrative support
- Ability to work under pressure

- Teamwork and collaboration
- Strong interpersonal relationships
- Honesty, integrity and accountability
- Attention to detail
- Confidentiality and professionalism
- Adaptability and willingness to learn
- Time management and organizational skills
- Problem-solving and analytical ability

PERSONAL ATTRIBUTES

- Responsible and dependable
- Disciplined and hardworking
- Honest and trustworthy
- Goal-oriented and target-driven
- Fast learner
- Respectful and professional
- Able to work independently or as part of a team
- Willing to accept responsibility and learn new skills
- Committed to organizational rules, procedures and ethical standards

TECHNICAL & DIGITAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- General computer operations
- Digital documentation and record keeping
- Basic financial data management
- Basic knowledge of Artificial Intelligence and emerging digital technologies

AREAS OF PROFESSIONAL INTEREST

- Public Administration
- Government Administration
- Human Resources and Office Administration
- Finance and Accounts

- Credit and Loan Administration
- Records and Information Management
- Public Sector Management
- Organizational Development

REFERENCES

References are available upon request.

DECLARATION

I hereby declare that the information provided in this Curriculum Vitae is true and correct to the best of my knowledge and belief.

Signature: @felix
Name: Ambe Felix Terwase
Date: 16/8/2026

ADDITIONAL ROLE

Front Desk / Reception Support

- Welcoming visitors and directing them to the appropriate office or staff member.
- Answering and directing telephone calls and handling routine enquiries.
- Receiving, recording and organizing documents and correspondence.
- Maintaining accurate visitor and front-desk records.
- Providing courteous customer service and professional communication.
- Supporting general office administration, filing and scheduling duties.