CHIOMA EMMANUEL

07034418444 | primcessklemz@gmail.com
Third Gate Estate, Apo Mechanic, Abuja

PROFESSIONAL PROFILE

A dedicated, hardworking, and responsible professional with 3 years of experience in cashier and secretarial duties. Skilled in communication, customer service, cash handling, and attending to customer enquiries. Seeking an opportunity to contribute experience, practical skills, and a strong work ethic to a reputable organization.

WORK EXPERIENCE

Cashier / Secretary — 3 Years

- Handled cash transactions and maintained accurate records.
- Attended to customers professionally and responded to enquiries.
- Managed basic office and administrative duties.
- Maintained proper documentation and business records.
- Supported day-to-day business operations.

EDUCATIONAL QUALIFICATION

Senior Secondary School Certificate (SSCE)
Year of Completion: 2013

KEY SKILLS

- Effective communication
- Customer service
- Secretarial and administrative support
- Teamwork
- Cash handling
- Sales and marketing
- Record keeping
- Time management

PERSONAL ATTRIBUTES

Honest and trustworthy • Hardworking and dedicated • Punctual and responsible • Fast learner • Friendly and respectful

REFEREE

Mrs Nzeribe Okorie
Phone: 08030766463