

Esther Chinenye OGBUDIKE

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SUMMARY

To be a dependable staff with high value for personal integrity and professional ethics contributing my knowledge and Training to resourcefully improve organizational set objectives and to set out a sound professional career towards enhancing Business efficiency.

WORK EXPERIENCE

Dec. 2016 Till Date	<i>Bursar</i>	Best Solution Polytechnic	Akure, Nigeria
<ul style="list-style-type: none">• Oversaw the overall operations of student financial services, billing and receivables, and cashiering functions of the Polytechnic.• Provided periodic reports of receipts and technical information to the Polytechnic Community.• Prepared annual estimates of income and expenditure to include the preparation of departmental budgets within the school.• Monitored income and expenditure in relation to the budget and presented regular management reports to the governing body.• Kept the accounts of the school and prepared Statements of Financial Activity.• Prepared students' bills and collected all fees and extras.• Payment of all salaries and wages, including PAYE.• Scrutinized and passed for payment of all invoices received in the school.• Involvement in the marketing and development of the school.• Performed miscellaneous job-related duties as assigned			
Sept. 2014- Dec. 2016	<i>Secretary</i>	Seat of Wisdom Model Schools	Ekpan, Nigeria
<ul style="list-style-type: none">• Perform front desk and administrative duties• Participated in the marketing and development of the school.• Performed miscellaneous job-related duties as assigned			
2013- 2014	<i>Office Assistant</i>	Ministry Of Agriculture	Asaba, Nigeria
<ul style="list-style-type: none">• Perform front desk and administrative duties• Performed miscellaneous job-related duties as assigned			
April 2011- Sept. 2011	<i>Student Intern</i>	Matna Foods Company Limited	Akure, Nigeria

EDUCATION

2007-2012	B.Tech. Agricultural Economics & Extension	Federal University of Technology	Akure, Nigeria
1998-2004	Secondary School Certificate	St. Louis Grammar School	Akure, Nigeria

RELEVANT SKILLS

- MS Office
 - Proficiency in written and spoken English
 - Strong interpersonal relation
 - Ability to work with little or no supervision
 - Valuable team player, and technical competence
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- Languages: English, Igbo and Yoruba

PROFESSIONAL CERTIFICATIONS

Health Safety and Environment Certificates (Safety Officer II)	2013
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