

ONYIBO LEONARD EBUBE

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PROFESSIONAL SUMMARY

Dedicated and customer focused with 1+ years of experience in client relations, customer care service and administrative support. skilled in handling customer inquiries, resolving complaints, maintaining accurate records and delivering excellent customer care experiences in fast paced environment. Possesses strong interpersonal, problem solving and organizational skills, with a commitment to supporting financial service operation and contributing to organizational growth.

CORE COMPETENCIES

- Communication
- Time Management
- Team Collaboration
- Customer Relationship Management
- Microsoft Packages
- Problem Solving

EDUCATION

B.Sc. in Microbiology

Federal University Dutse, Jigawa State Nigeria (2025)

EXPERIENCE

Finance Officer

University of Cross River State, Department of Animal and Environmental Biology (NYSC)
2025-2026

- Assisted in preparing department's sessional budget
- Maintained accurate records of all financial transactions
- Handled payment requests for departmental activities and services
- Prepared periodic financial reports for the head of department

Financial Secretary

PAIGAS CDS, Cross River State. (NYSC)
2025-2026

- Kept financial records
- Recorded dues and contribution
- Prepared financial reports
- Monitored the groups income and expenditure.

