PERSONAL DETAILS

NAME PETER ISIEKWE.

NATIONALITY TRINIDAD AND TOBAGO.

DATE OF BIRTH 10th OF NOVEMBER, 1980.

ADDRESS 38 MELVILLE VIEW

MEAKSTOWN, FINGLAS, DUBLIN 11,

REPUBLIC OF IRELAND.

MOBILE +353871223457

EMAIL peterisiekwe@yahoo.com

PERSONAL PROFILE.

Hard working and reliable.

Good communication and interpersonal skills.

Works well on own initiative and as part of a team.

Adapts well to new and changing situations.

Friendly and co-operative.

Fast learner.

Punctual and flexible to working hours.

Good customer relations and public relations.

PERSONAL OBJECTIVE

To provide effective and impeccable service in a challenging environment that will accommodate growth, dynamism and flexibility and also to work and build a career in a challenging organization where all talents and potentials are fully explored, harnessed and utilized for the optimum benefit of self, organization and the society at large.

EMPLYMENT DETAILS

JULY 2011 TILL DATE P.C.R.S H.S.E (HEALTH SERVICE EXECUTIVE)

POSITION HELD ADMINISTRATOR

DUTIES:

Working as an Administrator, processing medical claim forms on behalf of doctors and patients throughout Ireland. This involves complex processing of raw data and input of same into a confidential HSE system, and also dealing with client queries. The job demands on-going verbal and electronic communication at a professional level combined with a good working knowledge of Microsoft Office and the HSE bespoke software.

MARCH 2010-MAY 2011 VUE CINEMA, LIFFEY VALLEY, DUBLIN 22.

POSITION HELD CUSTOMER SERVICE REP.

DUTIES.

CUSTOMER SERVICE DUTIES, TICKET SALES, DEALING WITH CUSTOMER QUERIES AND OTHER DUTIES THAT MAY BE ASSIGNED TO ME FROM TIME TO TIME

EDUCATIONAL DETAILS.

2013- 2016 DUBLIN INSTITUTE OF TECHNOLOGY (D.I.T)

COURSE OF STUDY B.A LAW

MARCH2004-2006JUNE YABA COLLEGE OF TECHNOLOGY.

COURSE OF STUDY BUSINESS ADMINISTRATION AND MANAGEMENT

(2 YEARS DIPLOMA)

HOBBIES/INTERESTS

READING, TRAVELLING, HANGING OUT, MEETING PEOPLE,WATCHING MOVIES AND LISTENING TO MUSIC.

REFERENCES

HARRY STAMMERS

LINE MANAGER

HEALTH SERVICE EXECUTIVE

EXIT 5, M50, NORTH ROAD

FINGLAS, DUBLIN 11

TEL--- 01- 8647100