

Dear Sir/Madam.

COVER LETTER

I am excited to apply for the Data Entry position at **HEALTHLINK AND BRIDGE INITIATIVE**. With my strong attention to detail and typing skills, I am confident in my ability to accurately and efficiently enter data into your system.

I gained experience in data entry, consistently meeting deadlines and maintaining high accuracy rates. I am comfortable working with various software applications.

I am a quick learner, and my excellent organizational skills enable me to prioritize tasks and manage my time effectively. I am eager to bring my skills and experience to your Company and contribute to the success of your team.

Thank you for considering my application. I would welcome the opportunity to discuss this position further.

Sincerely,

CHRISTOPHER CHUKWUDI

CHRISTOPHER CHUKWUDI INNOCENT

No 34 Agbmalu Court Lagos Island, Lagos

Gmail: christopherchukwudi00@gmail.com

TEL: 08064480816, 07033379277

OBJECTIVES:

To work in an organization where professionalism, quality of service, productivity, accountability and customer relationship are of great importance and enhanced by true team spirit.

To be among the top fibers with primary focus and objectives; to making impression in any chosen vocation by turning knowledge into assets and experience into wealth for business growth.

SKILLS

I am highly principled, dynamic and industrious, a good team player and result oriented.

PERSONAL DATA:

Gender	:	Male
Date of Birth	:	5 th February, 1988
Place of Birth	:	Delta State
State of Origin	:	Imo State
L.G.A.	:	Mbaitoli
Marital Status	:	Single
Religion	:	Christianity

EDUCATIONAL QUALIFICATION WITH DATE:

2016-2017	:	National Youth Service Corps
2010 – 2014	:	Bsc in Accountancy University of Nigeria.
2003-2008	:	EbutteElefun Senior High School, Lagos Island, Lagos (WASSCE/GCE)
1997-2012	:	Ogwa Central School, Idem Ogwa, Imo State (FSLC)

WORK EXPERIENCE WITH DATE:

2008-2009 : NNPC Hospital, Lagos position: Office Assistant
2016-2017 : LEADERS CHOICE INTERNATIONAL SCHOOL, OGUN STATE
2019-2024 : POLICE HOSPITAL, FALOMO LAGOS STATE: Store Keeper
2024 : Healthlink And Bridge Initiative (Date entries)

PERSONAL SKILLS:

- Personal Effectiveness and Ability to Work and Deliver with Minimal Supervision
- Uncompromising Integrity and the Ability to Learn New Expertise through Training and Research
- Keen on Accuracy and Good Time Management Skills
- Well-Developed Interpersonal Relationship and Communications Skills

INTEREST:

Reading and Travelling, Acting

REFEREE:**PASTOR. PETER FELIX U.**

Proprietor:

Leaders Choice International School.

Ldierogbo Ola-OgunBus Stop,

AgbadoOgun State

07064427766,08021121221

NJOKU MORIS:

Technical College, Owerri

Imo State

08034790336

SP. JOACHIM IWUOHA

Account Officer, Police Hospital

Falomo

08155208188 | 08033673940