



OBIDIKE CHINAZA

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PROFESSIONAL SUMMARY

Dynamic and motivated individual with a proven record of generating and building relationships, managing projects from concept to design stage. Skilled in building cross functional teams as well as managing them effectively.

WORK HISTORY

Gogetit Investment Limited

BUSINESS CONSULTANT (2020 - Present)

A business Consultant in an investment company that focuses on the development of entrepreneurs in Nigeria and the world at large.

Citistride Travels Plus

ADMINISTRATIVE SECRETARY(2019 - 2020)

- . Reporting to management and performing secretarial duties
- . Processing, typing, editing, and formatting reports and documents.
- . Directing internal and external calls, emails, and faxes to designated departments.

Rivers of Knowledge Academy

RECEPTIONIST(2017 - 2019)

EDUCATIONAL QUALIFICATIONS

Other Certifications

- . HTML and CSS certification (Alison.org)
- .HTML and CSS certification (linkedin)
- .Diploma in Physiotherapy Basics (Alison.org)

TECHNICAL SKILLS

- . HTML and CSS
- . Microsoft Office Suite
 - . Data Entry
 - . Customer Relations