

OLUCHUKWU OGBAJE

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Profile

I am seeking an employment position in a reputable company to build a long-term career by investing the best of my technical knowledge, skill, and educational qualifications, to serve an organization outstandingly.

Education

2014/11 – 2018/09 Owerri, Nigeria	BS.C in Government and Public Administration Imo State University Embarked on an enriching academic journey to attain a bachelor of science degree in Government And Public Administration from a reputable institution which has provided me with a strong foundation in government and public administration theory, and research methods. Engaged in rigorous research projects, showcasing analytical prowess and a commitment to advancing the field. Collaborated with esteemed faculty members and fellow administrators, fostering a dynamic learning environment.
2006/09 – 2012/07 Enugu, Nigeria	WASSCE Community Secondary School, Udah Fulfilled the requirements of a demanding high school curriculum that provided a strong foundation in a variety of courses. Showed a high talent for critical thought and practical problem-solving, as well as strong academic success. Participated in extracurricular events such as sports, demonstrating a dedication to learning and sports as well as personal growth.
2000/09 – 2006/07 Enugu, Nigeria	FSLC Community Primary School II, Unadu.

Professional Experience

2019/11 – 2020/10 Lokoja, Nigeria	KOGI STATE POLYTECHNIC - RECORDS DEPARTMENT National Youth Service Corp (NYSC) <ul style="list-style-type: none">I was responsible for reviewing students' performance data required for preparation of their transcriptsI successfully computed and delivered more than five hundred transcripts to students within my service year in the records departmentI was responsible for the verification of results in the records departmentI filled an interim vacant position for the office of records officer and delivered successfully on the role during the incumbent's sick leave.I was recognized by the head of the records department for my outstanding performance during my service year
2022/04 – 2022/12 Lagos, Nigeria	UBA CFC-MULTIMEDIA (EMAILS DEPARTMENT) <ul style="list-style-type: none">I was responsible for replying to customer's emailsI was responsible for calling customers who needed to speak with a customer service agentI successfully resolved more than 18,000 complaints, inquiries, and requests
2023/01 – 2023/12	APTECH SURULERE (STUDENT COACH)

Skills

Excellent communication skill in English and Igbo Languages

Active listening
Using the right communication methods
Friendly
Confident
Sharing feedback appropriately
good command of Volume and tone
Empathic
Respectful

Interpersonal skills

Ability to understand and empathize with others.
Conflict management
Building lasting relationships.
Adaptable and reliable
Teamwork.
Motivating others.
Leadership.

IT Proficiency in Advanced Excel, PowerPoint, MS Word, and web application development with Python.

Courses

- Human Resources Management
- Web Application Development

Languages

- ♦ English
- Igbo