



OLUCHUKWU OGBAJE

OBJECTIVE

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 in an outstanding manner.

STRENGTH

I have a great interpersonal relationship skill. I have a strong work-ethic; I am self-confident, adaptable, and reliable. I have the ability to multitask, complete work duties and responsibilities, and I am also an excellent team player.

CONTACT

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**9 Yeside street, Aguda,
Surulere, Lagos.**

HOBBIES

- Travelling
- Baking

Classification: Confidential

WORK EXPERIENCE

KOGI STATE POLYTECHNIC – RECORDS DEPARTMENT

2019 - 2020 - National Youth Service Corp (NYSC)

- I was responsible for reviewing students' performance data required for preparation of their transcripts
- I successfully computed and delivered more than five hundred transcripts to students within my service year in the records department
- I was responsible for verification of results in the records department
- I 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

April 2022 to date - UBA CFC

- Inbound officer.

EDUCATION

Imo State University, Owerri

2014-2018

BS.C in Government and Public Administration

Courses

- Human Resources Management
- Web design

SKILLS

IT Proficiency in Advanced excel, Power point, MS word and web design

REFERENCE

To be provided based on request.