

## CONTACT



**EBONUGWU CHINYEAKA  
UZOMA**



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Ebonugwu Chinyeaka



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## OBJECTIVE

To obtain an entry-level and secure a meaningful and challenging position, and be efficient and effective in utilizing organizational resources to achieve organizational goals and objectives

## EXPERIENCE

*August 2018 -  
July 2019*

**OYO STATE SECRETARIAT:Ministry of Youth and Sports(Department of Administration and Supply)**

POST HELD: Youth Corper

JOB ROLES:

I attend to guests and staffs

Ensure the office is neat and in good condition

I run errands

Arrange files and file documents

*November 2017 -  
August 2018*

**THE REDEEMED CHRISTIAN CHURCH OF GOD(The Wealthy Place Parish)**

POST HELD: Administrative assistant

JOB ROLES:

I ensure the smooth and efficient running of the church

Provide support for the pastor to enable him attend to other responsibilities

Perform general office and receptionist duties

Attend church meetings and Community Development Association meetings

Maintain church calendar

Order supplies and also do book keeping

## EDUCATION

2017 | **UNIVERSITY OF BENIN, BENIN CITY**  
B.sc/Ed Human Kinetics and Sports Science

2012 | **DAN MARTIN'S COLLEGE**  
Waec

## **SKILLS**

A good judgement and strong analytical skills  
Effective interpersonal skills  
Good oral and written communication skills  
Credibility and decision making skills  
Ability to cope with pressure  
Paying attention to detail  
Good organization and administrative skills  
Basic Microsoft word skills

## **PERSONAL DETAILS**

Date of Birth : 29/08/1992  
Marital Status : Single  
Nationality : Nigerian

## **REFERENCE**

**Available upon request - ""**