

NWOSU CHIZOBA PECULIAR

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Tel: 07019420113

PERSONAL DETAILS

Sex:	Female
State of origin:	Anambra
L.G.A/ Town:	Ekwusigo
Nationality:	Nigerian
Discipline:	Microbiology

CAREER OBJECTIVE

Motivated individual, dedicated and detail- oriented candidate seeking a position at a dynamic institution to leverage my communication and analytical skills, passion for finance and attention to detail to support financial operations and enhance customer satisfaction aiming to contribute to the team while developing my career.

INSTITUTION ATTENDED WITH DATE

❖ Chukwuemeka Odumegwu Ojukwu University, Anambra State	(Bsc)	2019-2023
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CERTIFICATE OBTAINED WITH DATE

❖ National Youth Service Corps	(NYSC)	2024-2025
❖ Bachelor of Science	(Bsc)	2023
❖ Secondary School Certificate Examination	(WAEC)	2018
❖ First School Leaving Certificate	(FSLC)	2009

WORK EXPERIENCE

Chrisken Electronics, Dec 2018 – Feb 2020

Customer service and administrative assistant

- ✓ Responded to customer inquiries and provided accurate information about products/services.
- ✓ Resolved customer complaints promptly and professionally to ensure satisfaction.
- ✓ Maintained detailed records of customer interactions and feedback.
- ✓ Delivered excellent customer service, contributing to increased retention rates.
- ✓ Collaborated with team members to improve service efficiency and workflow.
- ✓ Assisted 3 senior executives with their daily work schedule, and conference meetings.
- ✓ Spearheaded the transition from paper receipt to online invoicing and updated payroll database with employee payment information.
- ✓ Follow up to ensure that management has implemented and recommended changes.

Peaceville Schools, Redemption City, Mowe(2024-2025)

Administrative Department

Administrative assistant (Nysc)

- ✓ Managed front-desk operations, responding to inquiries and directing visitors.
 - ✓ Assisted with record-keeping, document preparation, and correspondence.
 - ✓ Supported teachers and staff with administrative tasks to enhance efficiency.
 - ✓ Maintained organized filing systems for student and staff records.
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SKILLS / CAPACITY BUILDING/DEVELOPMENT

- ❖ Versatile with information
 - ❖ Ability to face and overcome challenge
 - ❖ Ability to discover others capability and assist in a step by step guide in achieving their full potential.
 - ❖ Ability to systematically encourage others.
 - ❖ Ability to monitor progress of an event and evaluate the progress of others.
 - ❖ Motivating a team and assigning tasks and deadline to project as well offering Humanitarians services to those that need it.
 - ❖ Excellent knowledge in computer Microsoft word, Application Programme and Internet.
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REFEREES

Name: Mrs Kehinde Racheal Strong

Organization: Peaceville schools(Asst Head of school)

Phone No: 08033883580

Name: Mr Adedamola

Organization: Peaceville schools (Head of Admin dept)

Phone No: 08104104910

Name:Nnadigwe Emmanuel Chisom

Organization:Self Employed(Electrical Engineer)

Phone No: 07036577109