

# OLUCHUKWU PERPETUA AROH

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## SUMMARY

I am versatile and detail-oriented, with a strong track record of delivering high-quality work across diverse roles. Skilled in maintaining organization, managing multiple projects, and ensuring smooth operations, I bring creativity, efficiency, and strategic thinking to every task. With a commitment to excellence and effective collaboration, I consistently contribute to the success and growth of the teams and projects I support.

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## WORK EXPERIENCE

**Ministry of Industry, Trade and Investment.**

**Sep 2024 - May 2025**

**Secretary (NYSC) Abeokuta, Nigeria**

- Experienced in office management and ensuring seamless daily operations.
- Strong interpersonal skills for effective collaboration with teams and clients.
- Time management skills, with a commitment to delivering exceptional support in a work environment.

**Orientation Broadcasting Service.**

**June 2024 - July 2024**

**Broadcast Journalist (NYSC)Kaduna, Nigeria**

- Pitched story ideas in daily editorial meetings with colleagues.
- Fact-checked all information gathered before reporting it in a broadcast or online article.
- Responded quickly to breaking news situations by gathering relevant facts and preparing them for air

**ATB Tech**

**Mar 2025 - Present**

**Frontend Engineer intern, Abeokuta, Nigeria**

- Developing and maintaining user-facing web applications using HTML, CSS, and JavaScript.
- Collaborating with designers and backend developers to implement responsive and interactive UI components.
- Debugging and troubleshooting issues to improve website performance and user experience.

**Strong Tower Ltd.**

**Dec 2017 - Nov 2018**

**Secretarial Assistant, Anambra state, Nigeria**

- Maintained advanced knowledge of Microsoft Office and common office software
- Experienced in preparing reports and coordinating meetings.
- Developed positive customer relations with new clients and customers.

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## EDUCATION

**Oct 2018 - Aug 2023**

**Bachelor of Science, Economics.**

University of Nigeria, Nsukka, Enugu State

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## ADDITIONAL INFORMATION

- **Technical Skills:** Frontend Developer(React), Canva, Ui/Ux designer.
- **Languages:** English, Igbo
- **Additional Skills:** Excellent Written and verbal Communication, Problem Solving, Effective Communication and Human Management , Writer, Office correspondence, Interpersonal Relationship Skill, Computer Proficiency in Microsoft word, Excel, Access etc.
- **Training / Courses:** Copywriting-Developed skills in crafting marketing copy, product descriptions, and brand messaging with attention to tone, clarity, and impact. Frontend Engineer-Acquired a solid foundation in web development, including HTML, CSS, JavaScript, and responsive design.