CURRICULUM VITAE OF MS PRECIOUS OKAFOR

# PERSONAL DETAILS

Surname Okafor

Names Precious Chinaza

Date of birth 7th August;1999

Nationality Nigerian

Passport Number A08683510

Contact Details +27 81 791 2733

[precious7402@gmail.com](mailto:precious7402@gmail.com)

Marital Status Single

Religion Christian

Residential Address 24 Virginia Road The Hill JHB South 2197

# EDUCATION QUALIFICATIONS

Tertiary University of South Africa

Monash South Africa

Secondary Mbowa College

Verney College

The Hill High School Dunctonwood Primary School

Primary Rewlatch Primary School

# EXPERIENCE

Employer MWIM Attorneys

Title Office Admin (temp)

Period January 2016 – December 2020

Responsibilities Office administration: Filing, Answering calls, Setting up meetings

# ACHIEVEMENTS

Flourish Joshua Writers and Speakers Academy Certified Writer

Teens world empowerment

Secondary School Elected Prefect

# COMMUNITY ENGAGMENTS

Monash South Africa Monash Saturday School Floroma

CLAW (Community Led Animal Welfare)

Food Drive

Church Hospital Ministry Baragwanath Hospital Coronation Hospital Helen Joseph Hospital

Verney College Door of Hope

Queenshaven

# LANUAGE SKILLS

Home English

Igbo

Other IsiZulu

Afrikaans IsiXhosa

# ADDITIONAL SKILLS

Technical Microsoft Suite

Programming (Java, jQuery, CSS, HTML, Python)

Blogging

Graphic Design

Digital Marketing

Communication Good public speaker Leadership skills

Design Design African attire

Writing Copy writing

# REFERENCES

Mr. Mwim Owner of MWIM Attorneys 083 439 8839