**TOCHUKWU MBONU, B.A.**

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Administrative Management| Data Analysis and interpretation| Public Relations and Communication

# PROFESSIONAL SUMMARY

Dynamic and results-driven professional with a diverse academic background and multifaceted career spanning administrative leadership, human resources, public relations, and strategic advisory roles. Proven track record of success, with a strong focus on operational efficiency, stakeholder engagement, and policy implementation. Adept at navigating complex organizational structures, fostering productive team environments, and delivering high-level strategic counsel. Committed to driving institutional growth through effective communication, regulatory compliance, and forward-thinking solutions. Holding a Diploma in Workplace Safety and Health, a B.A. in History and International Relations, and certificate in Data Science (pending), brings a unique blend of analytical insight, organizational acumen, and people-centered leadership.

# CORE COMPETENCIES

* Data Analysis and interpretation
* Administrative Management
* Human Resource Administration
* Public Relations & Communication
* Workplace Safety & Compliance
* Leadership & Team Coordination
* Organizational Development
* Conflict Resolution & Mediation
* Event & Program Management

# PROFESSIONAL EXPERIENCE

**TOPCRUST FOODS**

HR/Admin Officer | Aug 2022 – Present | Lagos, Nigeria

Maintaining physical and digital personal records, like employment contracts, in electronic and paper form.

* Conduct employee onboarding and help organize training and development initiatives.
* Support the management in disciplinary and grievance issues.
* Actively involved in recruitment by preparing job description, posting ads and managing hiring process
* Gather payroll data like bank accounts and working days
* Assist in performance management processes.
* Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
* Manage all regulatory issues, ensuring that the organization is fully compliant and receive agency officers whenever they visit.

**SAPPHIRES BRITISH ACADEMY**

School Administrator | Jan 2020 – 2021 | Nigeria

Coordinating all administrative processes, managing budgets, policies and events.

* Resolving conflicts and other issues as they occur.
* Ensure the school runs smoothly, manage facilities and staff.
* Act as a point of reference for everyone in the school.

**GENDER VANGUARD COMMUNITY DEVELOPMENT SERVICES (NYSC)**

Public Relation Officer | 2019 |

* Making media presentations.
* Getting in touch with the media and responding to all inquiries.
* Writing creative press releases about upcoming sensitization and events.
* Creating and carrying out promotional sensitization.

**DUE PROCESS BUREAU, YENEGOA, BAYELSA STATE GOV’T (GOVERNOR’S OFFICE) –NYS**

Admin Officer | Mar 2018– 2019 | Nigeria

* Welcoming and directing visitors.
* Coordinating meetings and appointments.
* Performing clerical tasks.
* Planning team events and holiday functions.
* Keep stock of office supplies and place orders when necessary.

**KINGDOM MINDERS ASSEMBLY**

Church Administrator | Mar 2017 | Nigeria

* Managing the church’s daily operations, including finances, communication, event planning, and record-keeping.
* Ensuring the church functions smoothly and supports its mission.

**SAPPHIRES BRITISH ACADEMY**

Special Adviser/Counselor | Mar 2016 | Nigeria

* Providing educational and social guidance to students and/or signposting them to specialist areas of advice when needed.
* Attending and taking part in staff meetings to support the smooth running and administration of the school.
* Assessing and reporting on the behavior of students.
* Improve parent/teacher relationship
* Participate in student welfare and learning support committees

# EDUCATION

**Abia State University, Uturu, Nigeria.**

Bachelor of Art (B.A) in History and International Relations| Feb 2013

# CERTIFICATIONS & TRAINING

•Diploma in Workplace Safety and Health– Alison  
• Data Science (IN VIEW) –IBM/Coursera