

ARUA PRECIOUS CHIDIMMA

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PROFESSIONAL SUMMARY

A friendly, responsible, and adaptable Computer Science graduate with strong communication, interpersonal, and problem-solving skills. Experienced in working with people through organizational and public relations responsibilities, with the ability to communicate information clearly and professionally.

A fast learner who enjoys helping people, resolving problems, and learning new systems. A background in Computer Science and practical programming training has also provided strong computer literacy and the ability to quickly understand and work with different digital tools and platforms.

Currently seeking a Customer Service Representative position to contribute excellent communication and customer-support skills while gaining valuable professional experience and continuing to develop technical skills. Long-term goal: combine communication and technical abilities — including growing knowledge of Cybersecurity — to build a lasting career in the technology industry.

KEY CUSTOMER SERVICE SKILLS

- Verbal & Written Communication
- Customer-Focused Attitude
- Problem-Solving
- Handling Questions & Complaints
- Time Management
- Fast Learner
- Active Listening
- Patience & Empathy
- Conflict Resolution
- Teamwork
- Attention to Detail
- Works Well Under Pressure

PROFESSIONAL TRAINING

Python Programming Trainee — *Nanocodes Programming Limited, Nsukka, Enugu State* — 6 Months

Gained practical experience in Python programming, data handling and processing, basic software development, computer automation, web development and web scraping, GUI development using Tkinter, Pandas and NumPy, Git and GitHub, API integration, and problem-solving and debugging. This training strengthened the ability to learn new software quickly, troubleshoot problems, follow technical processes, and work confidently with computers and digital platforms.

LEADERSHIP & COMMUNICATION EXPERIENCE

Public Relations Officer (PRO) — *Student/Club Organization*

- Communicated information clearly to members and responded to questions and concerns.
- Assisted with announcements and publicity, and maintained effective communication between members and leadership.
- Worked with different people to coordinate activities and supported organizational events.
- Represented the organization professionally.

COMPUTER & DIGITAL SKILLS

- Microsoft Office
- Python
- Git & GitHub
- Data Entry
- Google Workspace
- Basic Web Development
- Canva
- Basic Troubleshooting

EDUCATION

B.Sc. Computer Science

Coal City University, Enugu, Nigeria — Graduate

PERSONAL ATTRIBUTES

Friendly and approachable ▪ Reliable and responsible ▪ Patient when dealing with people ▪ Willing to learn ▪ Adaptable to new environments ▪ Good team player ▪ Organized and detail-oriented ▪ Self-motivated ▪ Professional and respectful