

# Ohadiro Chiamaka Blessing

Gbagada, Lagos State, Nigeria

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## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

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## Education

- Imo State University** 2022  
Bachelor of Science in Insurance/Actuarial Science
- Peter Bay college** 2015  
Senior School Certificate Examination (SSCE)
- Our Lady of Mercy Nursery and Primary School** 2009  
First School Leaving Certificate

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## CERTIFICATION/SEMINARS/TRAINING

- Certificate of completion in Human Resource Management Professional (HRMP)

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## Skills

- Highly organised with excellent communication skills
- Strong data communication skills
- Proficient in MS Office tools
- Fast learner and ability to multitask
- Clerical support and data management
- Research and writing

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## Experience

- Lectern Insurance Brokers LTD (NYSC)** October 2025 - June 2026  
Administrative support  
Managing daily administrative operations to ensure smooth and efficient workforce  
Assisting in preparation of insurance documents, reports and policy schedules.  
Handling correspondence, inquiries and client requests.  
Managing office supplies, schedules and vendor relationships to support daily operation.
- Irvin Global and Investment Group. (IKEJA)** 2023 -  
Relationship Officer
  - Developed tailored investment strategies based on clients risk tolerance, financial goals and market condition.
  - Prepared and presented investment proposals and reports to clients, outlining performance metrics and recommendation.
  - Cultivated and maintained strong relationship with clients to foster trust and loyalty resulting in increased client retention and referrals.
- Marvy Praisefield School.** 2020 -  
Administrative Assistant
  - Maintained student files and academic records.
  - Order, organize and maintain office and classroom supplies.
  - Handled logistics for events like field trips and graduation.
  - Assist with registration process and managed student records request.
- Rennys Fast Food.** 2018 -  
Sales Representative

- Cultivated strong customer relationship by providing attentive service, addressing inquiries and resolving any issue or concerns promptly and professionally.
- Maintained a 98% accuracy in processing orders, ensuring precise record keeping and financial accountability.
- Demonstrated indepth knowledge of the menu offerings to effectively assist customers with their selection.

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#### Reference

- **Okeke Pedro - EMP Vegas**  
Administrative Manager  
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