

BOSAH UJU NGOZI

Abuja, Nigeria | 08156565928 | bosahuju82@gmail.com

PROFESSIONAL SUMMARY

Graduate of Applied Microbiology and Brewing with experience in office support, communication, digital content creation and online business activities. Skilled in Microsoft Word, social media content creation, AI-powered content creation and basic video editing. Organized, adaptable, willing to learn and comfortable working independently or with a team.

KEY SKILLS

- Office & Administrative Support
- Customer Communication
- Social Media & Content Creation
- AI Content Creation
- Microsoft Word
- Basic Canva, CapCut & InShot
- Digital Marketing
- Communication & Teamwork
- Organization & Time Management

EXPERIENCE

Office Assistant

Endtime Universal Ministries | June 2026 – August 2026

- Provided general office support and assisted with day-to-day activities.
- Communicated with visitors and members professionally.
- Supported meetings, activities and other organizational tasks.
- Worked with team members to complete assigned responsibilities.

Digital Content Creator / Online Business Support

Independent

- Create social media content using AI-powered tools.
- Develop content ideas, scripts, prompts, images and videos.
- Create promotional content for online products and services.
- Handle online customer enquiries and communication.
- Use AI tools and basic video-editing applications to produce digital content.

LEADERSHIP EXPERIENCE

State Assistant General Secretary

NCCF

- Supported communication, coordination and organization of state-level activities.
- Worked with other leaders to plan and execute programmes.

EDUCATION

B.Sc. Applied Microbiology and Brewing

Nnamdi Azikiwe University, Awka — 2023

OTHER EXPERIENCE

- National Youth Service Corps (NYSC) — April 2025 – April 2026
- Federal Ministry of Health — Industrial Training — 2019

REFERENCES

Available upon request.