

SUCCESS OWOGBALOR OGBECHE

Location: Abule Egba, Lagos, Nigeria |

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PROFESSIONAL SUMMARY

A highly organized, adaptable, and detail-oriented Biochemistry graduate with a diverse background spanning customer service, administration, and data analysis. Proven track record of delivering excellent interpersonal communication, conflict resolution, and administrative support through roles in hospitality, education, and university volunteering. Equipped with strong soft skills and a professional certification in data analysis, ready to provide exceptional service and efficiency in a customer-facing or administrative role.

CORE SKILLS

- Customer Relations: Excellent communication, hospitality, active listening, and guest relations.
- Administration & Tech: Data entry, report writing, record keeping, and Microsoft Office Suite.
- Problem Solving: Analytical thinking, conflict resolution, attention to detail, and time management.

WORK EXPERIENCE

1. Student Assistant (SIWES Internship) | FUNAAB Department of Biochemistry
January 2025 – June 2025
 - Maintained laboratory data logs and ensured accurate record-keeping for departmental equipment and inventory.
 - Communicated complex laboratory procedures clearly to peers and supervised junior students during practical sessions.
 - Managed time-sensitive tasks under pressure while maintaining strict attention to safety and compliance protocols.
2. Administrative Secretary | Lagos, Nigeria
 - Managed front-desk operations, welcoming clients and handling customer inquiries with high professionalism.
 - Organized and filed critical company paperwork, reducing administrative retrieval time.
 - Should scheduled appointments, managed correspondence, and directed phone calls to the appropriate departments.

3. Assistant | CHS Computer Institute
 - Assisted clients with digital troubleshooting, printing, and navigating basic software systems.
 - Managed digital data entry and ensured accuracy in client registration files.
 - Maintained an organized and clean workspace to maximize daily client satisfaction.
4. Hotel Waitress | Lagos, Nigeria
 - Provided high-quality, friendly, and efficient face-to-face customer service in a fast-paced environment.
 - Resolved customer complaints calmly and professionally, ensuring a positive dining experience.
 - Collaborated with kitchen and management teams to ensure seamless service delivery.
5. Primary 4 Class Teacher | Lagos, Nigeria
 - Developed clear lesson plans and communicated complex topics effectively to young learners.
 - Managed classroom behavior, handled parent queries professionally, and wrote detailed academic performance reports.

VOLUNTEER EXPERIENCE

1. Guest Usher /Coordinator
Invigilating Lecturer Training, FUNAAB | 2025
2. Event Usher| RitaRock Edu Consult Program | 2025
 - Welcomed high-profile guests, managed crowd control, and provided directional assistance to ensure smooth event flow.
 - Demonstrated strong teamwork, hospitality, and quick problem-solving during fast-moving events.

EDUCATION

B.Sc. Biochemistry(Degree Awarded / Results Pending) | June 2026
Federal University of Agriculture, Abeokuta (FUNAAB), Ogun State, Nigeria

Key Research Project: Investigated the influence of alcoholic herbal mixtures on some biochemical and histopathological indices in albino rats (Demonstrated high proficiency in data collection, precise documentation, and project management).

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

1. Soft Skills for Career Success – Jobberman (Young Nigeria Works Initiative), 2026.
2. Data Analysis Certificate – Jobberman (Young Nigeria Works Initiative), 2026.
3. Online Theoretical Course Graduate – Terra Academy for the Arts (TAFTA) in partnership with Mastercard Foundation, 2026.