

ONWUAZO MARKANTHONY CHUKWUNONSO ADICHIE

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PROFESSIONAL SUMMARY

Organized and people-focused professional with hands-on experience supervising teams, coordinating staff training, and managing internal communications. Skilled in staff development, workforce coordination, record-keeping, and professional correspondence. Comfortable with CRM systems, Microsoft Office, and Google Workspace. Seeking to bring strong interpersonal and organizational skills to an entry-level Human Resources role.

CORE SKILLS

- Staff supervision & team development
- Workforce coordination & scheduling
- Employee record-keeping & documentation
- Professional & client correspondence
- Training facilitation & onboarding support
- CRM systems & client/staff record management
- Tools: Microsoft Office, Google Workspace, CRM software
- Communication & conflict resolution

WORK EXPERIENCE

Sales Executive — Rosabon Financial Services

2026 – Present

Yaba, Lagos, Nigeria

- Update CRM systems and maintain accurate internal and client records.
- Prepare sales reports and forecasts to support business planning.

Logistics Officer — Ogal Logistics & Freight Services

Jun 2023 – Nov 2023

Surulere, Lagos, Nigeria

- Coordinated receiving, storage, and dispatch of goods.
- Assisted with workflow improvements to streamline daily operations.
- Analyzed delivery and cost data to support operational decision-making.

Supervisory Manager — Alhaji Danfodio Importing Company

2019 – 2021

Lagos, Nigeria

- Supervised a team of 10 staff members, ensuring smooth documentation, timely deliveries, and compliance with import regulations.
- Oversaw daily import and logistics operations, including customs clearance, supplier coordination, and warehouse scheduling.
- Supported staff development through regular training sessions and hands-on guidance, leading to measurable improvement in teamwork and productivity.

Administrative Officer & Advertising Officer — Nigeria Advertising Service Ltd.

2024 – 2025

Lagos, Nigeria

- Handled company communications, including responding to emails, drafting official letters, and maintaining timely correspondence with clients and partners.
- Trained non-technical staff on IT tools, improving digital adoption across departments.

EDUCATION

B.Sc. Business Education (Cooperative & Economics Management)

Nnamdi Azikiwe University, Awka — 2021–2025

West African Senior School Certificate Examination (WASSCE)

Federal Government College, Odogbolu, Ogun State — 2013–2020

LANGUAGES

- English — Fluent
- Igbo, Yoruba & Pidgin — Fluent