

**CHRISTIANA AGBONIFO EBEHIREMEN**

Lagos, Nigeria

Phone: [Your Phone Number]

Email: [Your Email Address]

**PROFESSIONAL SUMMARY**

Motivated and detail-oriented HND graduate in Public Administration with a strong interest in logistics, fleet operations, and supply chain management. Skilled in Microsoft Office applications, especially Excel, with excellent analytical, organizational, and communication skills.

**CORE SKILLS**

- Microsoft Excel, Word & PowerPoint
- Data entry and record keeping
- Report preparation
- Analytical and problem-solving skills
- Time management
- Attention to detail
- Communication and teamwork
- Administrative support

**EDUCATION**

Higher National Diploma (HND) in Public Administration  
Auchi Polytechnic, Edo State (2024)

**NYSC**

Completed – NYSC Discharge Certificate Available

**EXPERIENCE**

Entry-level graduate with academic training in administration, report writing, data management, teamwork, and organizational support.

**CERTIFICATIONS**

- HND Certificate
- NYSC Discharge Certificate

**REFEREES**

Available upon request.