

Contact

📍 Lagos

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☎ 09158898678

Skills

- Customer Service Data Entry & Record Keeping MS Office + Google Workspace Written & Verbal Communication Problem Solving Time Management Attention to Detail

Ifeanyichukwu Ndumele

Administrative Officer

Summary

Enthusiastic NSC graduate with service experience at The Nigerian Social Insurance Trust Fund, Agege Branch. Known for strong communication, attention to detail, and fast learning in fast-paced public service environments. Skilled in customer interaction, record keeping, and digital tools like MS Office Google Workspace. Seeking an entry-level remote role to leverage discipline, empathy, and tech-savviness to deliver excellent customer experiences.

Work Experience

Administrative Officer

01-09-2025 – 30-06-2026

The Nigerian Social Insurance Trust Fund

Assisted clients with enquiries on social insurance contributions, benefits, and claims, ensuring clear communication and professional service.

Processed and documented client records using MS Word, maintaining 100% accuracy in data entry and filing.

Supported daily branch operations including document sorting, verification, and record retrieval in a fast-paced public service environment.

Handled front desk duties: greeting visitors, logging complaints, and directing clients to appropriate departments.

Collaborated with team members to meet monthly documentation and reporting targets while adhering to organizational policies.

Education

BSc Geography and regional planning

2020 – 2024

Olabisi Onabanjo University