

EZE CHIDERA PRECIOUS

MASS COMMUNICATION STUDENT • SALES • GRAPHIC DESIGN • ADMINISTRATIVE SUPPORT

Phone

09119160473

Email

chidexp6@gmail.com

Location

Ojo, Lagos State, Nigeria

PROFESSIONAL PROFILE

Motivated and adaptable Mass Communication student with practical experience in sales, computer operations, graphic design, and administrative support. Strong interpersonal and communication skills with practical knowledge of computer applications, digital tools, and office procedures. Reliable, detail-oriented, and eager to contribute effectively within a professional and growth-oriented organization.

EDUCATION

Federal Polytechnic Nekede, Owerri, Imo State
National Diploma (ND), Mass Communication

Current Level
ND 2

Expected Graduation
2029

PROFESSIONAL EXPERIENCE

MAGRELOUS FAST FOOD

Sales Personnel | Surulere, Lagos State

- Provided professional customer service and assisted customers with purchases and enquiries.
- Processed sales transactions and maintained accurate records.
- Handled routine customer concerns courteously and professionally.
- Supported daily operations while maintaining an organized, customer-friendly environment.

EMMRITY COMPUTER INSTITUTE

Computer Operator | Port Harcourt, Rivers State

- Performed routine computer operations and assisted with digital tasks.
- Prepared, formatted, printed, scanned, and organized documents.
- Handled data-entry tasks and maintained organized digital and physical records.
- Provided basic computer assistance to users when required.

RKC ENTERPRISE

Graphic Designer / Secretary | Port Harcourt, Rivers State

- Created graphics and promotional materials for business purposes.
- Supported administrative and secretarial activities within the organization.
- Prepared and organized business documents and records.
- Handled basic correspondence and assisted with day-to-day office operations.

CERTIFICATION & TRAINING

Certificate in Computer Training — 6 Months

Practical training in general computer operations and essential digital/computer skills.

CORE COMPETENCIES

- Communication & Interpersonal Skills
- Computer Literacy
- Microsoft Office Applications
- Customer Service
- Graphic Design
- Data Entry & Document Management

- Administrative & Secretarial Support
- Social Media & Digital Communication
- Time Management
- Problem Solving

- Digital Literacy
- Teamwork & Collaboration
- Attention to Detail
- Adaptability & Willingness to Learn

LANGUAGES

English — Fluent **Igbo** — Fluent

REFERENCES

Available upon request.