



OGUBUNKA CHIZARAM

Work permit: Nigerian (Nigeria) | **Date of birth:** 22/03/2000 |
Place of birth: UMUAHIA, Nigeria | **Nationality:** Nigerian (Nigeria) | **Gender:** Female |
Phone number: (+234) 08127238041 (Mobile) | **Email address:** ogubunkafavour212@gmail.com |
Address: Cement Bustop, Iyana Ipaja, LAGOS, Nigeria (Home)

● ABOUT ME

Efficient and detail-oriented administrative professional with experience in managing daily office operations, handling correspondence, maintaining accurate records, and coordinating meetings. Skilled in office documentation, inventory control, report preparation, and providing administrative support to management and staff while ensuring confidentiality and compliance with organizational procedures.

● WORK EXPERIENCE

CHEMISTRY TEACHER – RICHARD COMPREHENSIVE SECONDARY AND PRIMARY SCHOOL – 2022 – 2023 – BAYELSA STATE

Dedicated and knowledgeable Chemistry Teacher with experience in delivering engaging lessons, preparing practical laboratory experiments, and simplifying complex scientific concepts for students. Skilled in lesson planning, classroom management, student assessment, and curriculum implementation. Committed to fostering student understanding, safety in laboratory practices, and academic excellence through effective teaching methods.

SECRETARY – JAMES OKORIE TECHNICAL INSTITUTE – 2024 – 2025 – LAGOS, NIGERIA

Highly organized and detail-oriented secretary with experience in managing office correspondence, scheduling appointments, maintaining accurate records, and providing administrative support to management. Skilled in document preparation, meeting coordination, minute taking, and office communication while handling confidential information with professionalism and discretion.

SALES MANGER – MADAM CLARA STORES – 2020 – 2022 – ANAMBRA STATE, NIGERIA

Develop and implement effective sales strategies and plans
Lead, train, and motivate the sales team to meet and exceed targets
Monitor sales performance and prepare regular sales reports
Build and maintain strong relationships with key clients and partners
Identify new markets and business opportunities
Coordinate with marketing and operations teams to improve sales results
Handle customer complaints and ensure high customer satisfaction
Ensure compliance with company policies and sales procedures

● EDUCATION AND TRAINING

2019 – 2024 Bayelsa State, Nigeria
BSC.ED Federal University Otuoke, Bayelsa State.

Website www.fuotuoike.edu.ng portal login | **Field of study** Chemistry Education

● LANGUAGE SKILLS

Mother tongue(s): **ENGLISH**

● SKILLS

Communication Skills | Basic Computer Skills | Office administration & coordination | Record keeping & document management | Inventory & office supplies management | Time management & multitasking | Problem-solving skills | Confidentiality & professionalism

● CERTIFICATIONS

Human Resource Management Certificate, 2021

Career Efficiency and Business Training

Provide general administrative and clerical support to ensure smooth office operations
Handle incoming and outgoing correspondence (emails, letters, phone calls)
Maintain and organize office files, records, and documents (physical and digital)
Assist in scheduling meetings, appointments, and managing calendars
Prepare reports, memos, and basic documents using MS Word, Excel, and other office tools
Support departments with data entry and record-keeping tasks
Manage office supplies and place orders when stock is low
Receive and attend to visitors professionally
Assist with photocopying, scanning, and printing documents
Support HR or management with administrative tasks when required
Ensure cleanliness and proper organization of the office environment

Mode of learning: Project based