

Nweke Christiana Chizobam

Administrative Officer

Abuja

08034924139 | christianachizobamnweke@gmail.com

Professional Summary

Highly organized and detail-oriented HR & Administrative professional with over five years of experience supporting office operations, employee documentation, records management, recruitment support, onboarding coordination, executive support, and customer service. Holds a B.Sc. in Industrial Relations and Personnel Management, with a strong academic foundation in human resources and workplace relations. Skilled in maintaining confidential records, coordinating administrative activities, managing schedules and meetings, preparing reports and correspondence, and supporting effective communication across teams. Proficient in Microsoft Office applications, with strong organizational, interpersonal, and problem-solving abilities.

Core Competencies

- Human Resources Support: Employee Documentation | Employee Records Management | Recruitment Support | Onboarding Coordination | Confidential Information Handling
- Administration & Operations: Office Administration | Records Management | Document Control | Filing | Calendar Management | Meeting Coordination | Report Preparation | Correspondence Management | Office Supplies Coordination
- Professional Skills: Communication | Team Collaboration | Time Management | Attention to Detail | Problem Solving | Multitasking | Stakeholder Coordination | Organizational Skills

Professional Experience

- **Access Arms Pension Abuja** January 2024 - August 2026
Administrative Officer
 - Supported the day-to-day administration and coordination of office activities to ensure smooth operations.
 - Maintained and organized employee and administrative records with a high level of confidentiality and accuracy.
 - Assisted with employee documentation, recruitment support, and onboarding activities.
 - Managed filing systems and administrative documents to support efficient record retrieval.
 - Coordinated meetings, appointments, and schedules for management.
 - Prepared reports, presentations, and official correspondence.
 - Facilitated effective communication and coordination between departments.
 - Managed office supplies and supported procurement activities.
 - Provided professional assistance to clients, visitors, and other stakeholders.
 - Handled confidential documents and sensitive information with discretion and professionalism.
- **ELIZABETH MADDEUX LIMITED, ABUJA** July 2022 - January 2024
Administrative Assistant
 - Provided administrative support to facilitate the smooth running of daily office operations.
 - Maintained organized filing systems, administrative records, and important documents.
 - Managed correspondence and supported professional communication with internal and external stakeholders.
 - Coordinated calendars, appointments, and schedules for managers.
 - Assisted in preparing reports, letters, presentations, and other business documents.
 - Maintained accurate databases and records.
 - Supported communication and coordination among team members.
 - Handled confidential documents with professionalism and attention to detail.
- **SEFCON SUITES AND APARTMENTS, ABUJA** February 2020 - July 2021
Executive Secretary
 - Provided administrative and executive support to senior management.
 - Managed executive calendars, appointments, meetings, and schedules.
 - Coordinated meetings and prepared meeting agendas.
 - Recorded meeting minutes and supported follow-up on action items.
 - Prepared reports, presentations, and official correspondence.
 - Served as a liaison between management, staff, clients, and external stakeholders.

Education

- **MICHAEL OKPARA UNIVERSITY OF AGRICULTURE UMUDIKE UMUAHIA, ABIA STATE** 2019
Bachelor of Science (B.Sc) in Industrial Relations and Personnel Management
Second Class Honors (Upper Division)

Certifications

- - Certificate in Human Resources Management
 - Microsoft Office Specialist Certification
 - NYSC Discharge Certificate

Technical Skills

- Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Microsoft Outlook | Internet Research | Digital Communication | Document and Records Management

Professional Strengths

- - Strong organizational and planning abilities
 - Excellent communication and interpersonal skills
 - High attention to detail and data accuracy
 - Ability to manage multiple priorities effectively
 - Strong commitment to confidentiality and professionalism
 - Effective team collaboration and stakeholder coordination
 - Ability to work independently and take initiative

References

- Available Upon Request