NWOBODO FAVOUR OZIOMACHUKWU

09158523084 | nwobodoozioma79@gmail.com | Lagos, Nigeria

Professional Summary

Motivated and dependable professional with experience in administration, customer service, and hands-on catering and baking training. Skilled at working in fast-paced environments, communicating effectively with customers, maintaining high standards of organization and hygiene, and collaborating with teams. Eager to contribute, learn quickly, and deliver excellent results in any role.

Core Skills

Customer Service • Administrative Support • Food Preparation • Baking & Cake Decoration • Kitchen Hygiene & Food Safety • Time Management • Teamwork • Communication • Organization • Attention to Detail • Microsoft Office (Basic)

Work Experience

Secretary
No-Stain and Sons Enterprise (June 2024–2025)
• Managed customer enquiries and appointments.
• Maintained records and handled administrative duties.
• Delivered excellent customer service.

Secretary / Sales Representative
Oz Computers (Oct 2022–Jun 2024)
• Assisted customers with enquiries.
• Processed sales and maintained records.
• Prepared reports and handled correspondence.

Teacher
De-Gifted School (Jan 2021–Apr 2022)
• Taught and supervised pupils.
• Prepared lesson materials.

Training

Catering and Baking Training: Food Preparation, Baking Techniques, Kitchen Hygiene & Food Safety, Meal Preparation, Cake Decoration.

Education

Ideal Girls' Junior & Senior High School (SSCE)

References

Available upon request.