

OFOMA OLUEBUBE SAMUELLA

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PROFILE

I am a dedicated and resourceful Office Technology and Management graduate with a strong foundation in office administration, records management, business communication, and information technology. I possess excellent organizational, administrative, and computer skills, with the ability to manage office operations efficiently and work effectively in both team and independent environments. I am committed to professionalism, continuous learning, and contributing positively to the growth and success of any organization.

BIO DATA

Date of Birth:	1 st June, 2000
Sex:	Female
Marital Status:	Single
State of Origin:	Anambra State
Local Government Area:	Nnewi South
Nationality:	Nigerian

INSTITUTIONS ATTENDED WITH DATES

Federal Polytechnic Oko Anambra State (BSc. Office Technology Management Lower Second-Class Division)	2018 - 2023
Government Secondary School Gwagwa (WAEC/NECO)	2011 - 2017
City International Nursery and Primary School (FSLC)	2005 - 2011

QUALIFICATIONS OBTAINED WITH DATES

National Youth Service Corps (NYSC)	In-view
Federal Polytechnic Oko Anambra State (BSc. Office Technology Management)	2023
Government Secondary School Gwagwa (WAEC/NECO)	2017
City International Nursery and Primary School (FSLC)	2011

COMPETENCIES

- Excellent communication and interpersonal skills
- Strong organizational and administrative abilities
- Office records and document management
- Business communication and report writing
- Time management and multitasking skills
- Customer service and front desk management

- Ability to work independently and as part of a team
- Attention to detail and problem-solving skills
- Ability to maintain confidentiality and professionalism

WORK EXPERIENCE

Organization: Novel Homes Decor, Wuse Abuja-Fct.

Post Held: Manager

Date: 2025 - 2026

Organization: Certified System, Wuse Abuja-

Fct. Post Held: Receptionist

Date: 2024

Organization: Live Well Communications Ltd, Anambra State

Post Held: Office Administrator

Date: 2021 – 2023

HOBBIES: Reading, Cooking and Traveling

LANGUAGES: Fluent English and Igbo

REFEREE

Anthony Ofoma

Occupation: Entrepreneur

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