

OLISEYEUNM RITA CHIOMA

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PROFESSIONAL SUMMARY

A motivated and detail-oriented Business Administration graduate with practical experience in stock control, record keeping, administrative support, and workplace organization. Skilled in maintaining accurate records, supporting daily operations, and working effectively within a team. Proficient in Microsoft Word, Excel, and PowerPoint, with a strong interest in building a career in Administration, Human Resources, Customer Service, or Banking Operations.

SKILL HIGHLIGHTS:

- Problem solving
- Leadership skills
- Excellent communicator

EXPERIENCE

WAOYE UNIQUE VENTURE LIMITED

Store Keeper 2024 – 2025

- Maintained proper records of stock received and issued
- Monitored materials coming into and going out of the store.
- Assisted in stock control and inventory management.

IMPRESSIVE CONSTRUCTION COMPANY LIMITED

Store Keeper 2025 - 2026

- Ensured proper arrangement and accountability of stored items.
- Supported daily operations through accurate documentation and record

CORE COMPETENCIES

- Administrative Support
- Record Keeping and Documentation
- Inventory / Stock Management
- Teamwork
- Organizational Skills
- Time Management

- Communication Skills
- Customer Service Support
- Attention to Detail
- Problem Solving
- Microsoft Office

CERTIFICATION

- Desktop Publishing Certificate @MIMAPOINT INSTITUTE.
- National Youth Service Corps Certificate (NYSC)

INTERESTS

- Administration
- Human Resources
- Customer Service
- Office Management
- Business Operations

EDUCATION

- **Ambrose Alli University, EDO STATE**, B.SC (Hons) Business Administration, 2018 – 2024
- Bayo Tijani Secondary School, O Levels, 2011- 2017

REFEREES

Available on request