

ONYEMAECHI, CHINAZOM ANASTASIA

Lagos, Nigeria

+2349035034737 | chinazomanastasia@gmail.com

SUMMARY

I am a resourceful, detail-oriented individual who can contribute meaningfully to the vision, mission and goals of your organization. With my experience in securing customers and clients, deals and opportunities, I have a track record of collaborating with colleagues to develop and deliver practical solutions that relates to your organization. I am skilled in social media promotion, administrative support; to mention but a few.

PROFESSIONAL/WORK EXPERIENCE

SALES & BUSINESS ASSISTANT: ALICIA BEAUTY STUDIO

Lagos | May 2025 till Present

- Welcomed customers and delivered exceptional customer service, ensuring a positive and engaging client experience.
- Coordinated customer appointments and assisted with scheduling to ensure smooth daily operations.
- Built and maintained strong customer relationships through professional communication and personalized service.
- Assisted in promoting products, services, and special offers, contributing to customer engagement and repeat business.
- Responded promptly to customer inquiries in person and via phone, resolving concerns effectively and professionally.
- Monitored inventory levels and provided regular updates to the business owner to support operational planning.
- Demonstrated reliability and accountability by independently managing business operations in the owner's absence.

RETAIL OPERATIONS ASSISTANT – FAMILY CLOTHING BUSINESS

Anambra | 2020-2023

- Supported the day-to-day operations of the retail business, ensuring efficient service delivery and smooth store operations.
- Assisted an average of 10–15 customers daily, providing personalized product recommendations based on their needs and preferences.
- Built positive relationships with customers, encouraging repeat patronage through excellent service and effective communication.
- Handled customer inquiries, complaints, and feedback professionally, ensuring timely and satisfactory resolutions.
- Maintained accurate daily sales and transaction records to support business reporting and accountability.
- Assisted in planning and organizing promotional activities to attract customers and increase product awareness.
- Worked collaboratively with the business owner to ensure products were well-presented and the store maintained a welcoming environment.

VOLUNTEERING

VOLUNTEER: EVENTS & COMMUNITY ENGAGEMENT ASSISTANT (2025-PRESENT)

- Assisted in coordinating and supporting the planning of community and promotional events, ensuring activities ran smoothly.

- Coordinated and supported the planning of sports activities during my NYSC Primary Place of Assignment (PPA), working with colleagues to organize participants, schedules, and event logistics.
 - Volunteered in organizing and coordinating sports activities during secondary school, contributing to the successful execution of inter-house sports and other school sporting events.
 - Helped engage attendees, responded to inquiries, and created a welcoming experience for participants.
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EDUCATION

B.SC IN SOCIOLOGY

Chukuemeka Odumegwu Ojukwu University, Anambra State | 2020 – 2024

- Graduated with Second Class Honours

CERTIFICATION

- NYSC Discharge Certificate- 2026
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SKILLS

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| • Event Planning & Coordination | • Problem Solving |
| • Time Management & Organization | • Adaptability & Multitasking |
| • Social Media Promotion | • Attention to detail |
| • Resource Management | • Administrative Support |
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REFERENCES

Available upon request