

ODIONYE ONYINYE VICTORY

CONTACT

66b, Oregbeni Estate Road, Benin
City, Edo State.

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victoryodionye287@gmail.com

CAREER SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level jobs and to help team achieve company goals while looking to learn new skills, take on extra responsibilities, and grow professionally.

WORK EXPERIENCE

SECRETARY

Cream Crest Int. School, Benin City, Edo State

(Apr. 2024 – Dec. 2024)

- Answered phone calls and redirected them when necessary.
- Managed the daily/weekly/monthly agenda and arranged new meetings and appointments.
- Prepared and disseminated correspondence, memos and forms.
- Filed and updated contact information of employees, customers, suppliers and external partners.
- Supported and facilitated the completion of regular reports.
- Developed and maintained a filing system.
- Checked frequently the levels of office supplies and place appropriate orders

EDUCATION HISTORY

University of Benin, Benin City, Edo State

(2019 – 2024)

Education / French

Bachelor in Education (B.Ed.)

Cream Crest International School, Benin City, Edo State

(2013 – 2019)

Secondary School Certificate Examination (NECO)

SKILLS

- Proficient in MS Office Suite.
- Excellent interpersonal skills.
- Strong written and oral communication.
- Organization and attention to detail.
- Efficient time management.
- Team collaboration.
- Critical thinking.
- Adaptability.

HOBBIES

Reading, Travelling, Singing,Swimming, Cooking

REFEREES

Mrs. Philomena Odionye
Teacher
07031841060

Mrs. Afamefuna Odionye
07032072741