

OKAFOR CYNTHIA EBELECHUKWU

 Email: cynthiaebelechukwu05@gmail.com |  Phone: +2347089206368 |

Location: Abuja, Nigeria

PROFESSIONAL SUMMARY

A dynamic, results-oriented professional with a strong passion for personal and professional growth. Enthusiastic and team-spirited, with a proven ability to excel under pressure while delivering exceptional results. Adept at motivating and inspiring team members to achieve organizational objectives, leveraging strong communication, organizational, and interpersonal skills. Versatile and adaptable, with the ability to grasp new concepts quickly and execute tasks effectively.

CORE SKILLS

- **Soft Skills:** Proficient in MS Office Suite, digital literacy, and interpersonal communication.
 - **Planning & Organization:** Exceptional planning, time management, and task prioritization abilities.
 - **Problem Solving:** Strong analytical and creative thinking skills for solving complex challenges.
 - **Technical Expertise:** Committed to continuous learning, sharing knowledge, and developing skills.
 - **Baking Expertise:** Certified baker skilled in creating local and intercontinental snacks with exceptional creativity.
 - **Administrative Support:** Expertise in schedule coordination, file management, and event/meeting support.
 - **Leadership & Teamwork:** Proven ability to collaborate with diverse teams and manage stakeholders effectively.
 - **Communication:** Strong written and oral communication skills, ensuring clarity and professionalism.
 - **Other Skills:** Multi-tasking, attention to detail, program planning, and stakeholder management.
-

WORK EXPERIENCE

Brand Ambassador

Pernod Ricard Nigeria, Guinness Nigeria, and Johnnie Walker Nigeria

August 2017 – March 2022

- Resolved customer concerns to enhance retention and boost sales.
- Maintained accurate customer account information and processed forms efficiently.
- Delivered forward-thinking strategies to address customer needs and ensure satisfaction.
- Provided primary support to customers, addressing inquiries and resolving issues promptly.
- Collaborated with sales teams to recommend appropriate solutions tailored to customer needs.

Sales Attendant

City Mart Stores, Gwagwalada

December 2022 – April 2023

- Assisted customers with product inquiries, order arrangements, and merchandise pickups.
- Managed appointments and special order requests while maintaining high energy and professionalism.
- Delivered outstanding customer service by anticipating and addressing client needs effectively.

Intern

HOG NGO

March 2021 – April 2021

- Supported organizational initiatives through meticulous coordination and execution of assigned tasks.

Project Associate (NYSC)

Federal Ministry of Health

2020

- Contributed to various health-related projects, ensuring timely and efficient execution of deliverables.
-

EDUCATION

B.Sc. B.Ed. Biology Education

University of Abuja, Abuja

2019

Senior School Certificate

Christ Anglican College

2012

REFERENCES

Available upon request.

ADDITIONAL INFORMATION

- Open to relocation and available for immediate employment.
 - Strong commitment to delivering excellence and contributing to organizational success.
-