

MARKANTHONY CHUKWUNONSO ONWUAZO ADICHIE

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PROFESSIONAL SUMMARY

Organized and detail-focused administrative professional with hands-on experience in records management, client and CRM data handling, business correspondence, and team coordination. Known for reliable follow-through, strong written communication, and the ability to keep documentation, schedules, and workflows running smoothly. Comfortable with Microsoft Office and Google Workspace, and quick to learn new office systems and tools.

EDUCATION

B.Sc. Business Education (Cooperative & Economics Management)

Nnamdi Azikiwe University, Awka, Nigeria — 2021–2025

West African Senior School Certificate Examination (WASSCE)

Federal Government College, Odogbolu, Ogun State — 2013–2020

CORE SKILLS

- Administrative support & office documentation (entry-level; developed through direct work experience)
- Data entry, record-keeping & CRM system updates (working knowledge)
- Professional business correspondence & email communication (proficient)
- Scheduling, workflow coordination & task follow-up (developing proficiency)
- Report preparation, basic data analysis & forecasting support (foundational)
- Microsoft Office (Word, Excel, Outlook) & Google Workspace (proficient)
- Team coordination, supervision & staff support (practical experience)
- Client relations & customer communication (working knowledge)
- Social media & digital content management (proficient)
- Problem-solving, organization & time management (strong foundation)

WORK EXPERIENCE

Telesales Core Executive — Rosabon Financial Services, Yaba, Lagos 2026 – Present

- Update and maintain CRM systems and internal client records, ensuring data accuracy and easy retrieval.
- Prepare sales reports and forecasts to support business planning and decision-making.
- Maintain accurate, well-organized client documentation in line with company standards.

Logistics Officer — Ogal Logistics & Freight Services, Surulere, Lagos March 2025 – December 2025

- Coordinated the receiving, storage, and dispatch of goods, maintaining accurate records throughout.
- Assisted with workflow improvements to increase efficiency of day-to-day operations.
- Analyzed delivery and cost data to support informed operational decisions.

Administrative Officer & Advertising Intern — Nigeria Advertising Service Ltd, Lagos, Nigeria 2024 – 2025

- Managed company communications, including responding to emails, drafting official letters, and maintaining timely correspondence with clients and partners.
- Administered company social media accounts (Facebook, TikTok, Instagram), growing followers by 50% and brand awareness by 35%.
- Conducted market research and competitor analysis to support tailored strategy recommendations.

Supervisory Manager — Alhaji Danfodio Importing Company 2019 – 2021

- Supervised a team of 10 staff members, overseeing documentation, timely deliveries, and compliance with import regulations.

- Supported staff development through regular training and hands-on guidance, improving team productivity.
- Managed daily import and logistics administration, including customs paperwork, supplier coordination, and warehouse scheduling.

LANGUAGES

English (Fluent) • Igbo, Yoruba & Pidgin (Fluent)

INTERESTS

- Digital marketing & advertising innovation
- Social media content creation
- Team collaboration
- Photography
- Sports
- Traveling