

# Winner Chetachukwu

Lagos 100278

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Motivated and detail oriented with strong foundation in research, data management, and administrative support. Skilled in communication, organization, and teamwork, with hands-on experience assisting in both academic and office environments. Passionate about learning, growth, and delivering quality results in every task. Adaptable to diverse roles across healthcare, corporate, and NGO sectors, with proven reliability, professionalism, and a drive to make meaningful contributions.

Willing to relocate: Anywhere

## Work Experience

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### Office assistant

Lagos

February 2025 to November 2025

- Supported daily office operations including filing, record-keeping, and document organization.
- Assisted in preparing official letters, reports, and presentations for departmental use.
- Handled phone calls, emails, and client inquiries with professionalism and efficiency.
- Managed schedules, arranged meetings, and maintained appointment calendars for senior staff.
- Ensured a clean, organized, and efficient workspace to enhance productivity.

### Administrative and research intern

Chukwuemeka Odumegwu Ojukwu University-Anambra

April 2024 to October 2024

- Conducted research, compiled data, and prepared analytical reports for departmental projects.
- Managed documentation, scheduling, and correspondence between academic and administrative units.
- Assisted in organizing trainings, workshops, and team meetings to ensure smooth departmental operations.
- Maintained accurate records and handled confidential files with professionalism.
- Supported both academic and field operations by providing logistical and data support.

## Education

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### Anatomy (B.Sc.)

Chukwuemeka odumegwu ojukwu university uli-Anambra state

March 2021 to October 2024

## Skills

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- Microsoft office(word,excel and PowerPoint)
- written and verbal communication
- Organizational skills

- Customer service and interpersonal skills
- Team work and collaboration
- Time management and attention to details