STELLA CHINENYE OJUKWU

Ikotun, Lagos State, Nigeria | 09035392589 | Ojukwustella52@gmail.com
Date of Birth: 19th November 1999

PROFESSIONAL SUMMARY

Detail-oriented and highly organized Agriculture graduate with extensive hands-on experience in administrative support, customer relationship management, and sales operations. Proven track record of optimizing office workflows, managing accurate corporate and financial records, and delivering exceptional service in fast-paced corporate environments. Possesses sharp problem-solving capabilities, professional communication skills, and an adaptable mindset. Eager to leverage transferable administrative and customer-centric competencies to drive operational efficiency and excellence within front desk, administrative, or banking support roles.

CORE COMPETENCIES

Administrative & Operations: Office Administration, Records Management, File Documentation, Front Desk Coordination, Data Entry & Reporting

Customer & Client Relations: Client Relationship Management, Conflict Resolution, Professional Communication, Service Delivery Excellence

Financial & Sales Support: Cash Handling & Reconciliation, Sales Ledger Management, Inventory Monitoring, Basic Financial Reporting

Tools & Technology: Microsoft Office Suite (Word, Excel), Google Workspace (Docs, Sheets, Drive), POS Systems

WORK EXPERIENCE

Administrative Support Officer (NYSC) *June 2025 – May 2026*

Solon School | Lagos State, Nigeria

- Managed reception and front-desk activities, providing high-quality customer service to visitors, parents, and stakeholders.
- Maintained accurate administrative databases, filing structures, and confidential documentation in strict alignment with school governance standards.
- Coordinated inter-departmental communications and materials distribution to support streamlined daily operations and workflow efficiency.
- Generated routine operational reports and assisted leadership in executing critical school-wide administrative procedures.

Sales Attendant & Baker *November 2024 – June 2025*

Chyvee Cakes and More | Lagos State, Nigeria

- Handled daily customer inquiries, processed sales transactions accurately, and resolved service feedback to maximize repeat clientele.
- Monitored daily inventory levels, tracked stock depletion rates, and coordinated prompt replenishment cycles to avoid operational delays.
- Oversaw store-front cash management and prepared basic end-of-day sales reconciliations with absolute accuracy.

- Maintained high quality control benchmarks for presentation, packaging, and facility cleanliness.

Corporate Secretary *May 2022 – October 2022*

M-Star Automobiles | Lagos State, Nigeria

- Streamlined office records of goods received and fleet sales, designing an organized filing system for immediate data retrieval.
- Operated the corporate cash register and accurately balanced daily sales ledgers, minimizing accounting discrepancies.
- Scheduled client appointments, managed administrative diaries, and acted as the primary point of contact for external inquiries.

Graduate Research Intern *November 2022 – May 2023*

Faculty of Agriculture Research Farm, Nnamdi Azikiwe University | Awka, Nigeria

- Managed resource tracking, operational workflows, and data logging during harvest and handling cycles.
- Collaborated across cross-functional farm management teams to enforce strict operational standards and project timelines.

EDUCATION

Bachelor of Agriculture (B.Agric) in Crop Science and Horticulture *2023*

Nnamdi Azikiwe University | Awka, Anambra State, Nigeria