

Chioma Okeke

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Objective

Dedicated and adaptable NYSC Corps Member with a Bachelor’s degree in Business Administration, eager to leverage skills in administration, communication, and teamwork during the service year and beyond. Passionate about contributing positively to organizational goals while gaining practical experience and professional growth.

Education

Bachelor of Science (B.Sc.) in Business Administration
University of Nigeria, Nsukka
Graduated 2024

NYSC Service Details

Place of Primary Assignment (PPA): Federal Ministry of Finance, Abuja
Duration: July 2024 – June 2025

Key Responsibilities & Achievements

- Supported the finance department with data entry, record keeping, and preparing financial reports.
- Assisted in organizing workshops and seminars, enhancing internal communication.
- Provided excellent customer service and responded to inquiries professionally.
- Collaborated with team members on various projects, demonstrating reliability and commitment.

- Maintained accurate documentation and ensured compliance with organizational policies.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong written and verbal communication
- Time management and organizational skills
- Teamwork and collaboration
- Basic data analysis and reporting
- Problem-solving attitude

Volunteer Experience

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