

Onyedikachi Blessing Eze

Role Title: Entry-Level Administrative / Digital Support Assistant

Location: Port Harcourt, Nigeria

Professional Summary

Motivated and detail-oriented professional currently developing workplace and digital skills through the I-Train Africa program. Skilled in communication, organisation, and the use of digital workplace tools. Able to manage tasks effectively and work well in team environments. Eager to contribute to a professional organisation while continuing to learn and grow.

Core Competencies

- Communication and interpersonal skills
- Planning and organisation
- Digital workplace tools
- Time management
- Team collaboration
- Problem solving
- Adaptability and willingness to learn

Work Experience

Perfume Sales Assistant

Port Harcourt, Nigeria

2023 – Present

- Assist customers in selecting perfumes that suit their preferences.
- Maintain good customer relationships through effective communication.
- Organise and manage product displays to attract customers.
- Handle basic sales transactions and ensure customer satisfaction.

Projects

Digital Workplace Skills Development – I-Train Africa Program

- Participated in training focused on digital tools, workplace software, and professional skills.
- Practiced using tools such as Google Docs and other productivity applications.
- Developed communication, planning, and organisational skills for the modern workplace.
- Gained knowledge on choosing the right career path for the global workforce.

Education

Student – Skills Development Program
I-Train Africa

Bachelor’s Degree in Business Management (Final Year – In Progress)

University, Nigeria

Secondary School Certificate
Nigeria

Certifications

Certificate of Participation – I-Train Africa Program (*in progress*)

Technical Tools

- Google Docs
- Google Sheets
- Google Drive
- Basic digital workplace tools
- Online collaboration tools

Volunteer / Leadership (Optional)

Student Participant – I-Train Africa Training Program

- Actively participate in learning sessions and group activities.
- Complete assignments and practical exercises focused on workplace readiness.