

Nwatu Marycynthia Chisom

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Profile

A young resourceful Graduate, with Excellent written/verbal communication skill, attention to detail skill, time management and problem solving abilities, and takes practical initiative in handling different task. looking to working with Dedicated professionals in a dynamic organization where talents/skills can be utilized to achieve positive corporate growth and development of the Organization.

Languages

Fluent in English Language and Igbo Language ● ● ● ● ●

Projects

Corruption in Nigeria a Threat to Sustainable Economic development

Education

National Youth Service Corps (NYSC)

2022 – 2023

BSc Political Science (2:1),

University of Ibadan

2016 – 2021

Certificates

- NYSC Certificate
- University school Certificate

Skills

Microsoft Office tools (Word, Excel),
Technology News writer,
Effective Oral and Written communication skill,
Adaptability and Flexibility Skills,
Good Research skills,
Analytical Reasoning skill,
Good Leadership skill,
Planning and Cordinating skill,
Computer Literate.

Interests

Writing, Reading, Planning, Creativity,
Networking.

Professional Experience

Writer/ Journalist, *Businessnewscorp.*

2022 – 2023 | Lagos, Nigeria

Covered the Technology sector:

- * Wrote News articles, including Feature stories for Newspaper publications.
- * Conducted researches.
- * Worked on Press Releases.
- * Reported and Transcribed events
- * Had most of my work Published on the Newspaper and online @businessamlive.com

Administrative/HR Officer, *Henry Affairs.*

2017 – 2019

- * Organised the company's record and stored information on paper and digitally.
- * Managed recruitment Process and employee records.
- * Managed the office supplies stock and placed orders.
- * Answered queries by employees and clients.
- * Updated the company database and office policies.
- * Provided Admin support to the company.

Customer Service Representative,

Ayola Investment limited.

2014 – 2016

- * Attended to customers and delivered information about the company's products.
- * Processed orders and transactions.
- * Handled customers complaints and resolved them.
- * Brought in new customers.
- * Collected and Analyzed customers feedback.