CHINEDU MICHAEL OKAFOR

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PROFESSIONAL SUMMARY

A motivated Business Administration graduate with foundational knowledge of office administration, communication, record management and customer relations. Possesses good organisational and teamwork skills, with the ability to learn quickly and adapt to new working environments. Seeking an entry-level opportunity to contribute positively while developing professional experience.

EDUCATION

University of Benin, Edo State
B.Sc. Business Administration | 2022–2026

ABC Secondary School, Edo State
Senior School Certificate Examination (SSCE) | 2016–2022

KEY SKILLS

- Microsoft Word and Excel
- Basic record management
- Teamwork and collaboration
- Problem-solving
- Written and verbal communication
- Customer relations
- Time management
- Internet research

ACADEMIC PROJECT

Final-Year Research Project: The Impact of Digital Marketing on Small Business Performance | 2026
- Researched how small businesses use digital platforms to reach customers.
- Collected and organised relevant information.
- Prepared a written report and presented the findings.

LEADERSHIP EXPERIENCE

Class Representative, Department of Business Administration | 2024–2025
- Communicated academic information to students.
- Assisted with coordination of class activities.
- Represented students during relevant departmental discussions.

TRAINING AND CERTIFICATIONS

- Introduction to Digital Marketing – Google Digital Skills Training, 2026.
- Microsoft Excel Fundamentals – Online Training, 2025.

REFEREES

Available upon request.

IMPORTANT: This is a fictional example for learning purposes. Replace all details with your own accurate information. Remove any qualification, project, skill or experience that does not apply to you. Never invent employment history or certificates.