

# OKELUE CHIKWE

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## SUMMARY

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- Skills: Adaptability, attention to detail/accuracy, anticipating client needs, people skills, up management, transcribing, attending to customers, creating slides/presentations, data entry and expense tracking, taking meeting minutes/notes, Google Workspace.
- My objective is to develop a career in a challenging, reputable and professionally run firm, where my qualifications, skills and experience will be utilized to attain self-actualization and the overall success of the organization.
- Energetic self-starter with prior experience working in a multicultural environment.

## EDUCATION

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**University of Benin** – Benin, Edo, Nigeria.

**September 2017 – December 2022**

BSc in Microbiology.

**African Leadership College** – Pamplemousses, Mauritius. **September 2021 – November 2022**

BSc (Hons.) in Virtual Assistant cohort program.

## WORK EXPERIENCE

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**SANYOLU Cosmetics & Skin-Care** — Building 4, Adesanya Street, Bariga, Lagos State

**Quality Control**

**August 2019 — December 2019**

SANYOLU Cosmetics & Skin-Care is a family product-based Company whose goal & mission statement is the care and treatment of body related issues. Ranging from male to female, kids and baby products, we assure the welfare and beauty of the human body.

- Identification and rectifying of defects in finished products.
- Ensuring customer's requirements are continually met.
- Management and inspection of test products for possible defect

**Hy-Initiative** – 2C, Chief Waheed Eletu Way, Osapa London, Jakande, Lekki, Lagos.

**Business Development/Administrative**

**October 2023 – Present**

- Community management; on-boarding, documentation, and engagement of clients' interns.
- Quality Assurance; Testing of company products (new functions on the platforms, updating of bugs and fixes to dev. team and product manager in document reports)
- Outbound marketing of products and conducting DEMOs.
- Preparation of clients deck, product documents and slides, surveys, transcription of videos

## SKILLS

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|--|------------------------------------|
| • Up management and Virtual assistant  | • Customer Relationship Management |
| • Basic Lab Tests.   | • Soft Skills.                     |
| • Digital Skills. [MS tools/Google Workspace, Canva, ZOOM, AI tools, amongst others] | • Community Management             |