

CONTACT

+2347025861263

+234947311015,

wendyokarme@gmail.com



SKILLS

Listening skills

Communication skills

Ability to work under pressure

Administrative Skills

EDUCATION

**Higher National Diploma in
Networking and Cloud Computing
(Awaiting)**

**Federal Polytechnic Bida,
Niger State.**

2024-2025

**National Diploma in Computer
Science (Awaiting)**

Federal Polytechnic Bida,

Niger State.

2020-2023

Secondary School Certificate

**Army Day Secondary
School, Asokoro, Abuja.**

2013-2015

LANGUAGES

English & Pidgin English

PROFILE

Master of smiles, code-whisperer, and champion of frustrated clicks. More than just a friendly voice, I'm a tech-savvy problem-solving ninja, navigating others through product puzzles with empathy and efficiency. Weaving calm through frustration I aim to transform frowns to "thanks!" with a dash of knowledge.

WORK EXPERIENCE

Executive Secretary

Nacham Technology and
Solutions Limited

2024 - Present

- Meeting and event Coordination. Arranging meetings, and booking of event materials
- Creating, Guiding new hires on company procedures and software
- Project management and compilation of data, directly supervising the Social media Handlers and their activities.
- Handling and managing correspondence between departments and the office to the CEO.

Customer service Officer

Pinnacle Finance Cooperative
Society Suleja, Niger State, Nigeria

07 /2023 - 3/2024

- Communicating with customers via telephone relating information such as loan repayment date, mode of payment etc.
- Creating, updating and maintaining customer transactions in a ledger using ms-excel.
- Compiling payment transaction report sent to management daily via email.
- Receiving cash payments from customers and billing them to the right credit account manager.
- In charge of general administrative operations such as filing, typing and documentations.

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EXPERTISE

- Wordpress Development
- SEO auditing and strategy (website and social media)
- Basic use of PYTHON, HTML, CSS programming language
- SEO auditing and strategy (website and social media)
- Graphic design use of Canva, Photoshop, Affinity, Corel draw.
- Video Editing (Proficient use of shotcut, filmora, capcut,
- canva
- Data Entry and sorting
- Content Creation.
- Proficient MicrosoftOffice suite

REFERENCES

Mr Friday
Bank Manger, Pinnacle
Finance Cooperative
Society, Suleja, Niger
State.
fridaychi@gmail.com
+2348060289280

Mr Precious
Ebubechukwu Chikezie
CEO, Nacham
Technology and
Solutions Limited.
ebubzy1997@gmail.com
+2348112853404

WORK EXPERIENCE

Cyber Cafe Manager

7 /2021- 9/2022

WCC Church Fellowship Bida,
Niger State, Nigeria

- Attending to customers documentation requests such as creating letter headed templates, scanning, editing etc.
- Research of student assignment and reporting.
- Printing of projects and binding of report books journals etc.
- Design graphics such as flyers, handbills etc.
- Processing subscription or fees payment for customers.

Data Entry & Technical Support Staff (internship)

12/2020 - 6/2021

Skyorteg Integrated Limited
Bid a, Niger State, Nigeria

- Gather necessary business process data from client such as stock amount, stock price, product category etc. on site.
- Enter client data into database using company proprietary accounting software and MySQL Community.
- Troubleshooting errors that arising from wrong entry, database, or Apache (xampp).
- Run general errands as requested by supervisors or management.

AWARDS

Certificate of completion from Dunamis International Gospel
Center Bible school Maturity Class 2023.
Rector list of Outstanding Student HND School Of
Computing Federal Polytechnic Bida Niger State

HOBBIES

- Reading,
 - Singing worship,
 - Dancing,
 - Writing short quotes
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