

CHIBUIKE JOSEPH ELECHI

Calabar, Cross River State, Nigeria
+234 810 250 3682 | chibuikesejoseph01@gmail.com

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Administrative Professional with over two years of experience in office administration, record keeping, inventory management, and documentation support. Proficient in Microsoft Excel, Word, and PowerPoint, with strong organizational and communication skills. Experienced in maintaining accurate records, coordinating administrative processes, and supporting operational efficiency. Recognized for reliability, attention to detail, and the ability to contribute effectively to organizational growth and productivity.

PROFESSIONAL EXPERIENCE

Classroom Teacher and Administrative Assistant

National Youth Service Corps (NYSC) | September 2024 – August 2025

- Assisted daily school operations through documentation support, file organization, and communication with teaching staff.
- Contributed to improved academic coordination by collaborating with teachers to review lesson delivery and student progress.
- Led teams in executing over five community outreach projects during the service year.
- Served as an executive member of the CDS group, supporting planning and coordination of community activities.

Storekeeper

Zubensen Global Ventures, Calabar | September 2025 – April 2026

- Received, inspected, and recorded incoming goods and materials.
- Maintained accurate daily operational records to support business documentation and reporting.
- Managed inventory records using stock cards, Microsoft Excel spreadsheets, and inventory logs.
- Issued materials and supplies while properly documenting stock movements.
- Assisted in monitoring stock levels and maintaining an organized store environment.
- Participated in periodic stock-taking exercises to ensure inventory accuracy.

CORE COMPETENCIES

Technical Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

Administrative Skills

- Office Administration
- Administrative Support
- Record Keeping and Documentation
- Inventory Management
- Stock Control
- Basic Data Analysis

Soft Skills

- Communication
- Team Collaboration
- Time Management

- Attention to Detail
- Problem Solving
- Organization and Task Coordination
- Adaptability
- Interpersonal Skills

EDUCATION

Higher National Diploma (HND), Office Technology and Management

2022 – 2023

Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State

National Diploma (ND), Office Technology and Management

2017 – 2020

Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State