NWACHUKWU IFUNANYA

Agbara, Ogun State | 09018408042 | heavenlybabe23456@gmail.com

CAREER OBJECTIVE

Motivated and dependable entry-level applicant seeking a Personal Assistant role. Able to carry out typing and record-keeping tasks, with a willingness to learn, follow instructions and support the smooth day-to-day running of an organisation.

KEY SKILLS

- Typing and basic document preparation
- Record keeping and organising information
- Willingness to learn and take instructions

EDUCATION

Senior Secondary School Certificate (SSCE)

De Royal International School, Aladie

WORK EXPERIENCE

Entry-level applicant — no formal work experience yet. Ready to learn and develop practical workplace experience.

REFERENCES

Available upon request.