PAUL PRECIOUS IHEOMA

Administrative & Education Support Professional.

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Nigeria

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Professional Summary

Education graduate with an **NCE** and a **B.Ed**. in English Language and Literature, complemented by training in administrative assistance and virtual assistance. Skilled in communication, organisation, documentation and customer service, with proficiency in Microsoft Office and basic knowledge of Excel. Interested in contributing to student support, admissions administration and education operations. Adaptable, detail-oriented and eager to learn, grow and contribute positively to an organisation within the international education sector.

Work Experience

2025 – 07/2026
Owerri

Cious Travels, *Flight Ticketing Agent*

- Attended to customer enquiries and provided information on flight reservations and travel services.
- Assisted clients with flight bookings, amendments, cancellations and ticket reissues.
- Maintained accurate customer and booking records using Microsoft Excel.
- Communicated booking updates and assisted in resolving customer concerns.
- Handled customers' personal and travel information with confidentiality.

01/2026 – 04/2026

Ikengbu Girls Secondary School, *Teaching Practice*

- Assisted with lesson preparation and classroom instruction.
- Communicated effectively with students and supported their learning needs.
- Assessed students' work and monitored academic progress.

01/2025 – 04/2025

Ikengbu Girls Secondary School, *Teaching Practice*

- Supported classroom activities and lesson delivery.
- Encouraged student participation and maintained an organised learning environment.
- Assisted with students' assessments and academic records.

2023
Ikeduru

Akabo High School, *Student Teacher*

- Delivered English lessons and prepared instructional materials.
- Supported students' learning through effective classroom communication.
- Conducted assessments and monitored students' progress.

02/2022 – 12/2022
Owerri

Paragon Concept Hub, *Administrative Assistant (Intern)*

- Prepared official letters, reports and business documents using Microsoft Office.
- Performed data entry and maintained organised office records.
- Assisted with document preparation, filing and general administrative duties.
- Handled confidential information with care and accuracy.

Educational Qualifications

08/2026

B.A. (Ed.) English Language and Literature,
University of Nigeria, Nsukka – Alvan Ikoku Campus
Coursework completed: August 2026. Certificate in view.

10/2023

Nigeria Certificate in Education (NCE), English/History,
Alvan Ikoku Federal College of Education

09/2013 – 06/2019
Owerri

West African Senior School Certificate Examination (WASSCE),
Baptist Model Secondary School, Obinze Owerri, Imo State

Core Competencies

- Customer Service
- Data Entry and Record Management
- Emails and correspondence management
- Attention to Detail
- Administrative Support
- Google workspace
- Documentation
- Record Keeping
- Effective Communication
- Microsoft Word and Excel
- Problem-Solving& Time Management

Professional Training

2026

Administrative Assistance Training, *Alison*

2024

Certified Virtual Assistant, *Lynn Innovation*
Two-month training.

References

Available upon request.