

OGBOZOR DOMINION CHIDINDU

Enugu State, Nigeria | 07010478037 | chidindudominion@gmail.com

PROFESSIONAL SUMMARY

A versatile and responsible professional with experience in management, WordPress website development, graphic design, document editing, and Microsoft Office applications. Experienced in creating and managing websites, preparing and editing business documents, and producing promotional designs such as flyers. Able to work independently, manage responsibilities effectively, and learn new digital tools quickly.

WORK EXPERIENCE

Manager — Ikedeck Logistics and Technology Limited

2024 – Present

- Manage day-to-day digital and administrative tasks within the company.
- Create and manage websites using WordPress.
- Edit, format, and prepare business documents and other digital materials.
- Design flyers and other promotional and graphic materials using CorelDRAW.
- Use Microsoft Office applications for documentation, reporting, presentations, and administrative work.
- Coordinate assigned tasks and ensure work is completed efficiently and professionally.

KEY SKILLS

Web Development	WordPress website creation and management
Graphic Design	CorelDRAW; flyers and promotional materials
Microsoft Office	Microsoft Word, Excel, PowerPoint, and other Office applications
Document Management	Document creation, editing, formatting, and organization
Management	Task coordination, organization, and day-to-day operational support

EDUCATION

West African Senior School Certificate / WAEC

Qualification: WAEC

TECHNICAL PROFICIENCIES

- **WordPress:** Website creation and management
- **CorelDRAW:** Graphic design and promotional materials
- **Microsoft Office:** Word, Excel, PowerPoint and other Microsoft Office applications

PERSONAL ATTRIBUTES

- Responsible and organized
- Creative and detail-oriented
- Good at learning and adapting to new tools
- Able to work independently and as part of a team
- Strong willingness to develop professionally

REFERENCES

Available upon request.