Chinenye Rita Chukwuekezie

Client Relationship Officer

Abuja, FCT, Nigeria
chinenyechukwuekezie8@gmail.com

Client relationship officer in Abuja with a background in climate data and food quality assurance. I look after clients day to day, coordinate their requests with internal teams, keep documentation in order and write the reports management relies on.

EXPERIENCE

Nov 2026 - now
Abuja

Client Relationship Officer · FIPHS Infrastructure Limited

- Manage day-to-day client contact and keep client relationships in good standing.
- Pass client requests to the right internal department and follow up until each one is resolved.
- Coordinate business processes, admin work and client documentation.
- Prepare structured reports and client updates for senior management.

Nov 2025 - Nov 2026
Abuja

NYSC Corps Member, Applied Meteorological Services · Nigerian Meteorological Agency (NiMet)

- Helped collect, process and validate weather and climate data used in national early warning systems.
- Wrote and formatted climate reports, periodic bulletins and executive summaries for internal and external stakeholders.
- Kept document archives and records in line with agency compliance and quality standards.

May - Nov 2023
Apapa, Lagos

IT Student / Research Assistant, Quality Assurance Unit · Crown Flour Mills

- Ran routine and complex lab analyses on food products against quality benchmarks and regulations.
- Wrote analytical reports covering test results, variance tracking and conformance to specification.
- Followed lab SOPs and PPE protocols and completed training on food safety regulations.

SKILLS

Clients: client relationship management, client retention, customer engagement, stakeholder communication, account servicing.

Operations: process coordination, documentation and archiving, workflow improvement, reporting.

Data and quality: data verification, report writing, record management, quality assurance, SOP adherence, regulatory compliance.

Tools: Microsoft Office (Excel, Word, PowerPoint).

References available on request.

EDUCATION

B.Sc. Microbiology
Chukwuemeka Odumegwu Ojukwu University, Uli, Anambra · 2020 – 2024 · Second Class Honours (Lower Division)

CERTIFICATES

Certificate of National Service, NYSC · Nov 2026