

AKOKO DOUBARA VICTORIA

Yenagoa, Bayelsa State | 09032322097 | akokodoubara74@gmail.com

PROFESSIONAL SUMMARY

A motivated and responsible graduate of History and International Studies with strong communication, leadership, teamwork, and organizational skills. Experienced in sales and media support, as well as student leadership through service as Vice President of the Students Historical Society of Nigeria, Federal University Otuoke Chapter. Seeking an opportunity to contribute effectively in an office, administrative, sales, customer service, oil and gas, or other professional environment while developing valuable career experience.

WORK EXPERIENCE

Sarah Fashion Empire

Sales Representative | 2020–2022

- Assisted customers with product selection and purchases.
- Promoted clothing products and supported sales activities.
- Attended to customer enquiries and maintained good customer relationships.
- Supported the day-to-day sales operations of the business.

Closer TV — Media Brand

Media Support | 2022–2025

- Provided support for day-to-day media activities.
- Assisted with general operational tasks.
- Worked with team members to support media-related activities.
- Maintained effective communication with colleagues and other stakeholders.

EDUCATION

Federal University Otuoke, Bayelsa State

Bachelor's Degree in History and International Studies — 2026

LEADERSHIP EXPERIENCE

Students Historical Society of Nigeria, Federal University Otuoke Chapter

Vice President

- Supported the leadership and administration of the society.
- Assisted in coordinating students and society activities.
- Worked collaboratively with other executives to achieve organizational objectives.
- Demonstrated leadership, communication, teamwork, and organizational skills.

CORE SKILLS

- Communication Skills
- Administrative Support
- Customer Service
- Teamwork & Collaboration
- Leadership
- Time Management
- Problem Solving
- Computer Literacy
- Organization & Attention to Detail
- Ability to Learn Quickly

LANGUAGE

English

CAREER OBJECTIVE

To secure a challenging and rewarding position in a reputable organization where I can apply my skills, contribute to organizational growth, gain practical experience, and develop professionally.