

Aliyyah Sulu

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Mushin, Lagos.

Profile Summary

Highly organized and proactive professional with experience in operations support, administrative coordination and customer service. Skilled in maintaining accurate documentation and records, coordinating daily activities, managing inventory, preparing reports and using Microsoft Office and Google Workspace to improve operational efficiency. Possesses strong communication, interpersonal and problem-solving skills, with a commitment to supporting efficient day-to-day operations.

Experience

Unit Manager (Intern – NYSC)

Carpro - Fatgbems Group • Lagos

11/2025 - 5/2026

- Supervised daily operations at the CarPro service centre, ensuring efficient workflow and excellent customer service.
- Responded to customer inquiries, resolved service-related issues, and supported efficient service delivery.
- Coordinated customer service requests with technicians to facilitate timely and efficient service delivery.
- Prepared operational reports and managed accurate record-keeping for management review.
- Performed data entry, filing and documentation management to maintain accurate operational records.
- Maintained customer records, sales documentation and inventory reports.
- Assisted with market surveys and data collection to support business planning and decision-making.

Patient Engagement Officer (Intern – NYSC)

Andromeda Hospital • Lagos

7/2025 - 10/2025

- Maintained accurate patient records and healthcare databases.
- Served as the first point of contact for patients and visitors, providing professional customer service.
- Coordinated with HMOs to verify eligibility and facilitate treatment approvals.
- Assisted with data entry, documentation and report preparation using Microsoft Office tools.
- Managed appointment scheduling and coordinated patient referrals.

Administrative Executive

Brandit The Marketplace • Lagos

10/2024 - 4/2025

- Handled customer inquiries through email, phone calls and social media channels.
- Managed correspondence, documentation and administrative records.
- Performed data entry, filing, reports and document organization to maintain accurate records.
- Coordinated shipments and liaised with suppliers and logistics partners to ensure timely delivery of goods.
- Worked closely with internal teams to support smooth workflow and efficient office operations.

Personal Assistant (Volunteer)

Eckankar Nigeria • Lagos

04/2023 – 05/2026

- Coordinated and submitted monthly reports, ensuring accuracy and timely delivery.
- Organized schedules, meetings and reminders for the class facilitator and members.
- Coordinated member updates and assisted the facilitator to ensure smooth discussion sessions.
- Prepared and organized meeting files, reports and supporting documents for discussion sessions.

Certification

ALX Virtual Assistant [Credential Verification](#)

Key Skills & Competencies

- **Core Operations & Administrative Skills:** Operations Support, Administrative Support, Process Coordination, Documentation & Reporting, Data Entry & Record Management, Inventory Coordination
- **Customer & Communication:** Customer Service, Communication & Interpersonal Skills
- **Professional Skills:** Problem-solving, Attention to detail, Organization, Time Management
- **Technology Proficiency:** Microsoft Office Suite, Google Workspace and Digital collaboration tools.

Education

- **BSC.ED Health Education**

University of Lagos • Lagos
2024

- **National Youth Service Corps (NYSC)**

June 2025 – June 2026 (Completed)