

ANOINTED SUNDAY

CUSTOMER SERVICE | FRONT DESK | ADMINISTRATIVE SUPPORT

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PROFESSIONAL SUMMARY

B.Sc. Human Anatomy graduate and NYSC alumna with practical experience in customer service, reception, cashiering, sales and administrative support. Skilled in responding to enquiries, communicating clearly, maintaining accurate records and supporting day-to-day operations. Adaptable, organized and customer-focused, with a willingness to learn and contribute across different roles.

EDUCATION

B.Sc. Human Anatomy

Prince Audu Abubakar University | 2024 | Second Class Honours

WORK EXPERIENCE

NYSC Corps Member — Morality College | 2025–2026

- Prepared lesson notes and communicated information clearly to different audiences.
- Maintained records and supported administrative duties.
- Collaborated with teachers and management to support daily operations.

SIWES Intern — Ipinlerere Health Care Centre

- Assisted with infant immunization activities.
- Maintained patient records accurately and supported healthcare professionals.

Cashier — Elights Supermarket | 2020–2021

- Processed cash and POS payments accurately.
- Balanced the register and supported daily transaction records.
- Provided customer service and assisted customers during purchases.

Receptionist — P Light Hotel, Akure | 2020 (6 months)

- Handled guest check-in and check-out processes.
- Managed reservations and responded to customer enquiries.
- Answered calls and coordinated with housekeeping to support guest needs.

Sales Representative — Steven's Pharmacy | 2018–2020

- Assisted customers with purchases and responded to their needs.
- Processed sales transactions and supported day-to-day sales activities.
- Restocked inventory and helped maintain product availability.

SKILLS

Customer Service & Customer Response | Administrative Support

Written Communication & Customer Enquiries | Record Management & Data Entry

Communication & Interpersonal Skills | Sales & Customer Assistance

Problem Solving | Organization & Attention to Detail

Teamwork & Collaboration | Time Management

Adaptability & Willingness to Learn | Cash & POS Handling

CERTIFICATIONS / LICENSES

- NYSC Discharge Certificate
- Jobberman Soft Skills Training