

JEREMIAH KUYET BILYOK

Lugbe, Abuja (FCT), Nigeria | +234 806 814 6404 | kuyetbilyokjeremiah@gmail.com

PROFESSIONAL SUMMARY

Energetic, personable and reliable professional with a B.Sc. in Human Anatomy and hands-on experience engaging the public face to face, explaining information clearly and persuasively, and coordinating events and outreach activities. Comfortable working on-site and on my feet, in a team, and to targets and deadlines. Confident communicator who represents a brand professionally, builds quick rapport with people, and keeps accurate records of daily activity. Based in Abuja and available to work at Airport Road and Wuyi locations.

CORE SKILLS

- Customer Engagement & Face-to-Face Communication
- Product Promotion & Brand Representation
- Event Support, Setup & Logistics Coordination
- Persuasion, Rapport Building & Public Interaction
- Accurate Record Keeping & Daily Activity Reporting
- Teamwork, Reliability & Punctuality
- Working to Targets and Deadlines
- Honesty, Confidentiality & Professional Conduct
- Microsoft Office Suite & Google Workspace; Smartphone & Mobile App Proficiency

WORK EXPERIENCE

Risk Advisor | Linkage Assurance Plc

June 2024 – Present

- Engage clients and partners directly, explain policy information clearly, and follow up on requests through to resolution.
- Handle contracts, agreements and client information with accuracy and confidentiality.
- Prepare weekly performance and status reports summarising progress, observations and issues.
- Coordinate with internal teams and external partners to meet deadlines.

WASH Community Volunteer | Hope 360 Initiative for Peace (HOPE360)

- Engaged community members face to face in awareness campaigns, communicating clearly, respectfully and persuasively.
- Coordinated logistics for outreach and awareness events with volunteers, community members and partners.
- Worked in a team to plan, deliver and report on field-based activities.

Corps Member (NYSC) | NILEST Clinic, Zaria, Kaduna State

June 2023 – March 2024

- Dealt directly with visitors and patients in a busy environment, providing courteous, professional service.
- Managed data entry and records accurately, and handled sensitive information with strict confidentiality.
- Took part in the Skill Acquisition and Entrepreneurship Development (SAED) Programme, building teamwork and project coordination skills.

EDUCATION

- B.Sc. Human Anatomy — Bingham University, Karu, Nigeria (2022)
- Foundation in Pre-medicine — Afe Babalola International Study Centre, Ibadan (2013)
- WAEC — Seed International Secondary School, Kaduna (2011)

CERTIFICATIONS & TRAINING

- Child Safeguarding Training — UNICEF Agora (October 2025)
- Introduction to GBV Survivor Support — IOM / UNHCR / UNFPA / UNICEF Agora (October 2025)
- Computer Applications and Google Apps (2015)

REFEREES

Available on request.