

Ochi Chidera Ebube

Okota, Lagos.

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Professional Summary

- Highly motivated and goal oriented individual with a Bachelor's degree in Mass Communication, leveraging strong foundational skills in Sales, Problem-Solving, and Decision-Making. Experienced in high-stakes administrative tasks, including customer coordination and data management, demonstrating a capacity for detail and efficiency. Eager to transition expertise in customer relations and structured administrative processes into a challenging Sales Representative role focused on driving revenue and achieving business targets.

Experience

- HAVEN DIAGNOSTIC SERVICES** - 10-2024
SECTARY
 - Customer Relationship Management: Coordinated with medical staff and managed patient scheduling and flow, ensuring a seamless and positive service experience for an average of 10 patients daily.
 - Financial & Billing Operations: Managed detailed billing and insurance processing, which included accurate data entry and ensuring timely revenue collection.
 - Record & Data Integrity: Systematically managed and organized confidential patient records and handled extensive data entry, maintaining a high level of accuracy crucial for compliance and operational efficiency.
 - Operational Support: Executed effective appointment scheduling and calendar management, directly supporting the clinic's efficient operation and maximizing service availability.
- Dara Delite Foods** 2025 -
Assistant Sales Representative
 - Assisted with sales activities
 - Ensured daily targets are met

Education

- Enugu State University of Science and Technology** 2023
B. Sc. Mass Communication
- Kosec Secondary School** 2017
West African Examination Council

Skills

- Data Entry and Management
- Billing and Insurance Processing
- Appointment Scheduling

Certificate

- Executive Diploma in Hospitality Management and Leadership - Kuzang Global Limited