

DORCAS ISAAC

SALES & ADMINISTRATIVE PROFESSIONAL

09168033211 | Proudlytabithaisaac@gmail.com | Lugbe, FCT Abuja

CONTACT

LOCATION

Lugbe, FCT Abuja

PHONE

09168033211

EMAIL

Proudlytabithaisaac@gmail.com

EDUCATION

Government Secondary School,
Lugbe

2013

National Examination Council
(WAEC)

2018

CERTIFICATION

Computer Training

2021

PROFESSIONAL PROFILE

Results-driven and highly organized professional with experience in sales, customer service, and administrative support. Demonstrated ability to exceed sales targets, manage client relationships, and maintain efficient office operations. Strong communication and organizational skills with a commitment to delivering excellent service.

CORE COMPETENCIES

- Sales & Client Relations
- Customer Service Excellence
- Administrative Support
- Communication & Time Management

EMPLOYMENT HISTORY

Sales Representative | Richezgold Luxury Hair

2025 - Present

- Driving sales growth through effective customer engagement and product knowledge of luxury hair extensions.

Service Team Member | Chicken Republic

2025

- Providing exceptional customer service and ensuring efficient operations in a fast-paced environment.

Sales Representative | Hovina Glasses

2025

- Managed inventory, resolved customer concerns, and collaborated with optometrists on prescriptions.

Sales Executive | LYNN Whole Foods

Feb 2024 - Dec
2024

- Exceeded revenue targets and designed promotional displays while managing stock levels.

Receptionist | She_Rise Project

2022 - 2023

- Managed front desk operations, correspondence, and ensured professional client interactions.

Secretary | Emto Plaza

2021 - 2022

- Coordinated meetings and travel arrangements while maintaining organized filing systems.