

ELUU CHINAZA MIRACLE

SALES REPRESENTATIVE | CUSTOMER SERVICE & FRONT DESK PROFESSIONAL

Lagos, Nigeria | 09131195967 | eluuchi7@gmail.com

PROFESSIONAL SUMMARY

Dedicated and customer-focused professional with experience in sales, customer service, front desk administration, and office support. Skilled in managing customer interactions, handling inquiries, maintaining records, and supporting daily business operations. Demonstrates strong communication, interpersonal, problem-solving, and organizational skills with the ability to work effectively in fast-paced environments while delivering excellent customer service and contributing to organizational goals.

SKILLS

Tools: Microsoft Word • Microsoft Excel • Microsoft Outlook • Internet & Email Management • Point of Sale (POS) Systems

Core Competencies: Customer Service • Sales & Marketing • Front Desk Administration • Customer Relationship Management • Communication & Interpersonal Skills • Administrative Support • Record Keeping • Problem Solving • Team Collaboration • Time Management • Organizational Skills • Attention to Detail

PROFESSIONAL EXPERIENCE

DCT Industrial, Lagos

Sales Representative | September 2025 – December 2025

- Assisted customers in identifying products and services that met their needs.
- Maintained positive customer relationships through excellent service delivery.
- Processed sales transactions accurately and efficiently.
- Promoted company products and services to prospective customers.
- Assisted in achieving sales targets and business objectives.
- Maintained customer records and sales documentation.
- Supported customer retention through effective communication and follow-up.

Rapid Vigil Security Company, Ikeja

Front Desk Assistant | January 2026 – June 2026

- Served as the first point of contact for visitors, clients, and staff.
- Managed incoming calls, emails, and customer inquiries professionally.
- Scheduled appointments and maintained office records and documentation.
- Assisted with administrative and clerical duties to support office operations.
- Directed visitors to appropriate departments and personnel.
- Maintained a professional and organized reception area.
- Supported daily office activities to ensure smooth workflow and efficiency.

EDUCATION

Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State, Nigeria

Higher National Diploma (HND), Office Technology and Management | 2024

Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State, Nigeria

National Diploma (ND), Office Technology and Management | 2022

CERTIFICATIONS & TRAINING

- National Youth Service Corps (NYSC) – Completed (2026)
- Diploma in Computer Operation – Felixco & Sons Computers (2019)

REFERENCES

Available upon request.