

EUGENE ALAKA

Lagos, Nigeria | alakaeugene33@gmail.com |

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PROFESSIONAL SUMMARY

Energetic and detail-focused professional with experience in sales, customer service, administrative support, and online store management. Skilled at organizing tasks, supporting daily operations, and helping customers. Works well in fast-paced environments, solves problems quickly, and contributes to team success.

PROFESSIONAL EXPERIENCE

Sales Representative

Efamc Ventures – Lagos Island | 2021 – 2022

- Exceeded monthly sales targets by promoting products and engaging customers
- Handled customer inquiries and resolved issues efficiently
- Maintained accurate sales records and reports
- Worked with team members to meet daily and monthly goals

Administrative Assistant

Winco Foam Company – Mile 12, Lagos | 2022 – 2023

- Managed calls, emails, and customer inquiries
- Organized office documents and prepared reports
- Supported smooth daily operations and team coordination

Kitchen Assistant

Burger King – Ikeja, Lagos | 2023 – 2024



- Assisted in food preparation and kitchen setup
- Maintained hygiene and safety standards
- Supported team during busy periods to ensure timely service

Virtual Assistant

Chex Palace – Ikorodu | 2024 – 2025

- Managed customer messages and online inquiries on social media
 - Processed orders and tracked deliveries efficiently
 - Updated product listings and stock records
 - Assisted customers with product details and order issues
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EDUCATION

B.Sc. Business Administration – Ecole Supérieure des Technologies Avancées et de Management (ESTAM), Cotonou | 2021 – 2024

JSCE & SSCE – Appollian Comprehensive High School, Lagos | 2014 – 2020

SKILLS

- Customer service and sales
 - Administrative support and organization
 - Online store and order management
 - Communication and problem-solving
 - Teamwork and adaptability
 - Proficient in Microsoft office(Ms word; Ms excel)
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REFERENCES

Available on request

