

EGBUNU SANDRA UKEDONOJO

Lagos, Nigeria | 09010798748 | egbunusandra@gmail.com

PROFESSIONAL SUMMARY

Friendly, customer-focused and reliable professional with over 3 years of experience working in a skincare/spa environment and experience as a Sales Representative with PalmPay. Skilled in attending to customers, receiving clients, answering calls and messages, promoting services, assisting with daily operations and working effectively with people. Experienced in providing basic beauty services including facials and pedicures. A fast learner who is professional, hardworking and able to work well in a team and under pressure.

WORK EXPERIENCE

Sales Representative – PalmPay

Lagos, Nigeria

- Sold mobile phones through installment payment plans and explained product/payment options to customers.
- Promoted the PalmPay brand directly to prospective customers and created awareness about available services.
- Communicated with customers professionally and responded to questions about products and services.
- Built good customer relationships while working towards sales targets.
- Worked independently in the field and represented the brand professionally.

Personal Assistant / Spa Assistant – Deolavirgo Skincare & Spa

2019 – 2021

- Received clients and ensured they were welcomed and attended to professionally.
- Answered phone calls and responded to customer messages and enquiries.
- Assisted with daily running of the spa and monitored the spa when the owner was unavailable.
- Assisted the spa owner during working hours and helped ensure smooth service delivery.
- Performed facials and pedicures for customers when needed.
- Attended to customers' needs and maintained a friendly and professional customer experience.
- Supported general organisation and day-to-day operations of the spa.

Intern – Aro Psychiatric Hospital, Abeokuta

June 2023 – September 2023

- Assisted with daily administrative operations.
- Prepared reports and maintained records.

- Supported team members with project coordination and routine tasks.
- Worked professionally with staff and members of the public.

EDUCATION

Bachelor of Science (B.Sc.) in Psychology

Olabisi Onabanjo University, Ogun State, Nigeria | 2020 – 2024

KEY SKILLS

- Customer Service & Client Relations
- Communication & Interpersonal Skills
- Sales & Brand Promotion
- Reception & Front Desk Support
- Teamwork & Collaboration
- Time Management
- Professionalism & Courtesy
- Working Under Pressure
- Problem Solving
- Basic Facial & Pedicure Services

REFERENCES

Available upon request.