

EZE AMARACHI FAVOUR

Lagos, Nigeria | 09031259076 | Fe3557407@gmail.com

PROFESSIONAL PROFILE

Motivated and highly organized Human Anatomy graduate with strong communication, customer service, interpersonal, and administrative skills. Experienced in interacting directly with customers, responding to enquiries, promoting products, maintaining positive relationships, and supporting sales activities. A fast learner with good attention to detail, professionalism, and the ability to work independently or as part of a team. Interested in Personal Assistant, Customer Service, Administrative, Front Desk, and Client Relations roles where I can provide excellent support, manage responsibilities efficiently, and contribute to organizational success.

CORE COMPETENCIES

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| • Customer Service & Client Relations | • Personal Assistance & Administrative Support |
| • Professional Communication | • Customer Enquiries & Complaint Handling |
| • Scheduling & Organization | • Sales & Product Promotion |
| • Microsoft Office & Basic Computer Skills | • Record Keeping & Attention to Detail |
| • Problem Solving | • Teamwork & Interpersonal Skills |
| • Time Management | • Ability to Work With Minimal Supervision |
| • Quick Learning & Adaptability | • Professional Phone & WhatsApp Communication |

WORK EXPERIENCE

SALES REPRESENTATIVE

Lagos, Nigeria

- Promoted products and clearly communicated product information to customers.
- Responded to customer enquiries and provided helpful information in a professional manner.
- Built and maintained positive relationships with customers.
- Supported sales activities and worked toward achieving sales objectives.
- Communicated with customers directly and handled interactions professionally.
- Developed strong customer-service, persuasion, communication, and relationship-management skills.
- Worked effectively with others to support business and sales activities.

EDUCATION

NNAMDI AZIKIWE UNIVERSITY

B.Sc. Human Anatomy | 2021 – 2025

Awaiting B.Sc. Certificate

PERSONAL ASSISTANT & ADMINISTRATIVE STRENGTHS

- Able to organize tasks and prioritize responsibilities.
- Comfortable communicating professionally with clients, colleagues, and management.
- Able to maintain confidentiality and handle information responsibly.
- Willing to learn new office systems, software, and procedures.
- Good at following instructions and completing assigned tasks.
- Able to multitask and remain organized in a busy work environment.

- Professional, reliable, respectful, and presentable.

CAREER OBJECTIVE

To secure a Personal Assistant, Customer Service, Administrative, or Client Relations position in a reputable organization where I can use my communication, organizational, and customer-service abilities to provide effective support, develop professionally, and contribute to the growth of the organization.

REFERENCES

Available on request.