GRACE PETER ODEKHE

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07034230937
Idiroko Ijere. Pakuro Bus top. Ogun state state

OBJECTIVE

Multi-faceted, efficient, and reliable administrative professional with 8+ years of experience supporting executives, sales personnel, and managers to improve internal operations for businesses.

EXPERIENCE

2022 - 2025

Customer service Rep.
GS global Autos & Parts
Respond to inquiries: Answer customer questions via phone, email, or chat

Provide product info: Share product details and features

Handle complaints: Address customer concerns and escalate when needed

Gather feedback: Collect customer insights to improve service

November 2025 - December 2025

Field sales agent
Vidavi feminine
Remote - signing up of customer's account

2020 - 2022

Secretary to Branch Manager
Law Union and Rock Insurance Company

- Responsible for receiving correspondence, mails
- Compilation of Insurance policies
- Type setting, proofreading of weekly reports

2015 - 2019

Secretary to Branch Manager
Anchor Insurance Company

- Responsible for receiving correspondence, mails
- Compilation of Insurance policies
- Type setting, proofreading of weekly reports

2012 - 2013

Customer Service Representative
Skye Bank Plc

- Opening of account
- Sending correspondence
- Drafting of weekly and monthly reports

EDUCATION

2022

Bsc. Public Administration
Bayero University, Kano (BUK)

2012

Diploma in Public Administration
Federal College of Education
Lower Credit/2.53

2006	**Senior Secondary School Examination** Gateway to knowledge for success
2000	**First School Leaving Certificate** Liberty International School

SKILLS

AI content creator

Proficiency in MS Office and other productivity tools

Strong communication and interpersonal skills

Ability to manage projects and prioritize tasks

Leadership and team management skills

Attention to detail and organizational skills

Analytical and problem-solving skills

REFERENCE

Mr. Olukotun Samuel - Glanvil Enthonven and Co. Ltd
Branch Manager
08034996737

Mr. Solomon Adamu Odekhe - Coscharis Motors Ltd
Automotive Consultant
08054542261