

AKHERE JESUOBOH BEST

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PROFESSIONAL SUMMARY

Courteous, reliable and customer-focused Economics graduate with professional experience in customer service, financial administration and day-to-day business operations. Skilled at handling enquiries, resolving customer concerns, maintaining accurate records and communicating clearly and professionally with customers, suppliers and colleagues. Confident with Microsoft Word, Excel and PowerPoint, and trusted to manage confidential information with accuracy and discretion. Seeking a Front Desk or Customer Service Representative role where I can deliver a welcoming, efficient and positive experience for customers and visitors.

CORE SKILLS

- Customer Service & Relationship Management
- Handling Enquiries & Complaint Resolution
- Data Entry & Record Keeping
- Microsoft Word, Excel & PowerPoint
- Problem-Solving & Attention to Detail
- Front Desk & Administrative Support
- Professional Communication & Negotiation
- Invoice & Payment Processing
- Confidentiality & Discretion
- Teamwork & Time Management

PROFESSIONAL EXPERIENCE

Accountant — RMB Farm

June 2022 – December 2024

- Worked with customers and suppliers on payments, invoices and account-related enquiries, providing clear and accurate information.
- Maintained accurate records of daily business transactions, including income, expenditure and purchases.
- Prepared and organised invoices, receipts, payment records and other documentation.
- Assisted with daily cash and banking activities and helped identify and resolve discrepancies in records.
- Prepared routine reports to support management decision-making.
- Maintained confidential information and kept records properly organised and easy to retrieve.
- Supported the wider administrative and operational activities of the farm.

Corps Member — National Youth Service Corps (NYSC)

- Assisted customers and stakeholders by providing accurate and timely information.
- Handled enquiries professionally and helped resolve customer concerns.
- Supported daily administrative and operational activities.
- Maintained organised records, reports and data-entry systems.
- Worked collaboratively with colleagues to achieve operational objectives.
- Supported routine administrative tasks and ensured information was recorded accurately.

EDUCATION

Bachelor of Science (B.Sc.) Economics

Completed 2025

Ambrose Alli University, Ekpoma, Edo State

PROFESSIONAL STRENGTHS

- Polite, professional and approachable with customers and visitors
- Honest, reliable and responsible
- Able to work independently and as part of a team
- Customer-focused and solution-oriented
- Quick learner with a positive attitude
- Calm and accurate when working under pressure

REFEREES

Available upon request