

ONWUTEBE AMANDA CHINEYE

Lagos, Nigeria | 08039322731 | amandachidi38@gmail.com

PROFESSIONAL SUMMARY

Recent Business Administration graduate with practical sales experience and a strong foundation in customer engagement, commercial operations, and digital tools. Skilled at understanding customer needs, supporting sales decisions, and contributing to efficient day-to-day operations.

CORE SKILLS

Customer Engagement | Sales Support | Business Administration | Communication | Microsoft 365 | Problem Solving | Teamwork | Digital Skills

EXPERIENCE

VICKY BOUTIQUES

Sales Representative / Intern | Lagos | 2023–2024

- Supported customers with product selection and purchasing decisions, creating a smooth buying experience.
- Identified customer needs and recommended suitable products based on individual preferences.
- Responded to enquiries and supported daily sales activities, contributing to efficient store operations.
- Maintained organized product displays to improve product visibility and customer browsing.
- Worked effectively with the team while adapting to different customer needs and priorities.

EDUCATION

CALEB UNIVERSITY

B.Sc. Business Administration | 2026

PROFESSIONAL TRAINING & CERTIFICATIONS

Mastery of Information Technology Ethics | Microsoft 365 Introduction
Fundamentals of IT Ethics | Database & Software Development
Networking, Security & Maintenance