

PRAISE CHUKWUNWEIKE MBAEZUE

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PROFESSIONAL SUMMARY

Detail-oriented and adaptable professional with experience across administrative support, customer service, sales operations, teaching assistance, and records management. Demonstrates strong communication, teamwork, and organisational abilities with competence in managing multiple tasks in structured and fast-paced environments.

CORE COMPETENCIES

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|---------------------------------------|------------------------------------|
| • Customer Service & Client Relations | • Time Management & Organisation |
| • Sales Operations & Management | • ICT Integration in Education |
| • Administrative Support | • Inventory Management |
| • Office Coordination | • Document & Filing Systems |
| • Data Entry & Record Keeping | • Report Writing & Documentation |
| • Stakeholder Engagement | • Scheduling & Office Support |
| • Leadership & Team Coordination | • Customer Relationship Management |

WORK EXPERIENCE

Sales Executive / Stock, Inventory & Accounts Personnel

Christ Kingdom Global Limited | April 2025 – Present

- Process an average of 30+ customer orders weekly, ensuring accuracy and timely fulfilment
- Maintain inventory records of over 500 stock items with regular updates and verification
- Prepare monthly sales and stock reports used for operational decision-making
- Manage customer relationships, improving repeat patronage through consistent follow-up
- Support basic accounts documentation, recording daily transactions with 95% accuracy

Administrative Assistant / Teacher (NYSC)

The Brain's Premier College, Agor, Lagos State | August 2025 – May 2026

- Assist in teaching over 25–40 students per class, supporting lesson delivery and explanations
- Maintain and update student academic records, ensuring 100% data accuracy
- Prepare and organise weekly lesson materials, assignments, and assessments
- Supervise student activities, maintaining discipline across multiple classroom sessions
- Integrate ICT tools (PowerPoint, Google Classroom) in at least 70% of lesson support activities

Digital Personnel

SuccessGate School, Godomey, Benin Republic | May 2024 – July 2024

- Managed digital records for 200+ students, ensuring accurate data entry and updates
- Processed and edited student information for reports, communication, and administrative use
- Distributed updates to students and parents, improving communication efficiency by 60%
- Produced invoices, receipts, and administrative documents for daily school operations
- Organised and maintained digital filing systems for fast retrieval and reporting

Sales Representative (Internship)

Mega Chicken Restaurant, Ajah Branch, Lagos State | August 2023

- Served an average of 50+ customers daily, ensuring prompt service delivery
- Promoted menu items, contributing to improved daily sales performance
- Supported order processing and cashier operations during peak hours
- Maintained strong customer service standards, encouraging repeat patronage

Sales Representative / Accounts & Stock Personnel

Faith and Onyeka Akalia Auto-Parts Enterprise | Nov 2022 – Dec 2022

- Attended to 20+ customers daily, responding to inquiries and product requests

- Recorded and updated stock levels for incoming and outgoing auto parts
 - Assisted in daily bookkeeping, ensuring accurate financial documentation
 - Entered sales and inventory data into registers with high accuracy
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EDUCATION

Bachelor of Science (B.Sc.) – International Relations

Madonna University, Okija

Senior Secondary School Certificate (SSCE)

Divine Royal International College, Nkpor, Anambra State

LEADERSHIP EXPERIENCE & AWARDS

- General Secretary, Pentecostal Fellowship of Madonna University
 - Vice President, Scholars League, Madonna University
 - Leadership Excellence Award, Association of Madonna International Relations Students (TAMIRS)
 - Award of Honour, Outstanding Student in Academics, Madonna University
 - Devoted Leadership Award, Pentecostal Fellowship of Madonna University
 - Participant, International Symposium and Model United Nations Conference
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TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint
 - Google Docs, Sheets, and Classroom
 - Basic Data Management and Reporting Tools
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REFERENCES

Available upon request