

PRAISEGOD OKOLI

ADMINISTRATIVE SUPPORT | CUSTOMER SERVICE | SALES SUPPORT | OFFICE OPERATIONS

Phone: 09018082331 | Email: Okolipraisegod668@gmail.com | Location: Nigeria

PROFESSIONAL PROFILE

Motivated and detail-oriented First Class graduate of International Relations from Madonna University, with practical experience in customer service, sales support, and exposure to administrative operations in a public-sector environment. Brings strong communication, organization, interpersonal, and problem-solving skills, with an ability to engage customers professionally, support order follow-ups, organize information, and contribute to day-to-day operations. Eager to apply these strengths across administrative, customer service, human resources support, personal assistance, sales, and entry-level programme or communications roles.

CORE COMPETENCIES

Customer & Sales Support Customer engagement; inquiry handling; order follow-up; customer relationship support; complaint handling	Administration Record keeping; document organization; data entry; task coordination; attention to detail
Communication Professional written and verbal communication; telephone and online communication; stakeholder interaction	Workplace Skills Teamwork; time management; adaptability; problem-solving; confidentiality; independent work

WORK EXPERIENCE

Customer Service Representative

Kenny's Conglomerates | July 2026

- Communicate with customers professionally to understand their needs and provide relevant product and order information.
- Respond to inquiries about products, orders, deliveries, and related services.
- Support sales activities and customer follow-ups to help maintain positive customer relationships.
- Assist in addressing customer concerns and escalating issues when needed.
- Support order processing, basic record keeping, and communication of order updates.

Administrative Exposure — Public Administration Department

Margaret Ekpo International Airport, Calabar, Cross River State | August 2025

- Gained exposure to administrative procedures and public-sector operations.
- Developed an understanding of workplace communication, organization, and administrative support.
- Observed the importance of accurate information handling and following institutional procedures.
- Strengthened interpersonal, teamwork, and organizational skills in a formal work environment.

EDUCATION

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

Madonna University, Nigeria | Graduated 2026 | First Class

DIGITAL SKILLS

Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Google Drive and digital document management • Canva • CapCut and basic video editing

PROFESSIONAL INTERESTS

Office administration and coordination • Human resources support • Customer relationship management • Sales support • Communications and programme support • International relations and diplomacy • Public administration

PROFESSIONAL ATTRIBUTES

Dependable and responsible • Willingness to learn • Professional customer engagement • Organized and attentive to detail • Adaptable to new systems and work demands • Committed to integrity and continuous development

REFERENCES

Available upon request.