

OBOMEJERO PRISCILLIA OGHENERUONA

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September 15, 2025

TO WHOM IT MAY CONCERN

ATTENTION: Hiring Manager

Dear Sir/Madam:

Re:

I am enclosing a copy of my resume herewith. I am interested in the position above at your firm.

I completed my Higher National Diploma (HND) in Business Administration and Management at Delta State Polytechnic, Otefe-Oghara.

I also have my National Diploma (ND) in Business Administration and Management from Delta State Polytechnic, Otefe-oghara.

My resume outlines my skills and knowledge in Management as well as Sales. I believe all aspects of my past experiences can benefit your Firm. Key elements which I possess for the success of the following position include the following;

- Exceptional Organization and Customer Service Skills
- Keen attention to Details
- Commitment (First person in Last Person Out Mentality)
- Detailed, accurate, Flexible, and Reliable
- Team Player with the ability to work effectively in any Environment

I am eager to learn more about the position and would appreciate the opportunity to discuss it with you.

Yours Very Truly

Obomejero Priscillia

SUMMARY

- A results-driven professional with over two years of experience in operations management, customer service, and project coordination.
- Proven ability to oversee farm operations, streamline processes, and lead teams to improve productivity and reduce costs.
- Strong background in administrative support and client relations, with a focus on delivering exceptional service in fast-paced environments.
- Skilled in project management, budgeting, and cross-functional collaboration, with a commitment to continuous improvement and achieving organizational goals.
- Proficient in Microsoft Excel and other management tools to optimize operations and track performance.
- Strong commitment to delivering exceptional service and improving operational processes.
- Dedicated to providing exceptional customer service and maintaining accuracy in data entry.

WORK EXPERIENCE

(NYSC) Teacher | Bayelsa State

June 2022 April 2023

- To make lesson notes
- Teaching
- Marking register
- Other duties as assigned

Cashier | Spices Restaurant – Asaba City Mall (Shop Rite), Delta, May 2016 - January 2018

- Handled customer and student inquiries, scheduled appointments, and provided exceptional service.
- Managed invoicing processes, ensured accurate documentation, and maintained organized records.
- Streamlined operations by reducing waiting times and ensuring orders were ready before pick-up, leading to a *15% increase in client retention*.
- Worked closely with graphic designers to meet deadlines, occasionally assisting with designs during high-demand periods. Coordinated with trainers by sending timely reminders and organizing lectures.

Farm Supervisor | Vimi Global Enterprise – Ughelli, Delta State June 2020 – January 2022

- Oversaw daily farm operations, including livestock care, resource management, and budgeting, ensuring smooth and efficient processes.
- Directed and trained a team of staff, boosting overall productivity by *25%* through improved workflows and task delegation.
- Collaborated with suppliers, contractors, and local communities to optimize supply chains and strengthen partnerships.
- Reduced operational costs by *20%* through efficient resource allocation, waste minimization, and strategic supplier negotiations.
- Utilized *Microsoft Excel* to track budgets, monitor inventory, and analyze operational performance for informed decision-making.
- Introduced streamlined feeding schedules and implemented automation in routine tasks, enhancing farm efficiency and animal welfare.
- Provided excellent customer service, addressed customer inquiries and complaints, and ensured customer satisfaction by 95% through efficient team workflow.
- Led weekly team meeting via Zoom to effectively communicate key performance metrics.

- Managed administrative responsibilities of the store and welfare of five staff members, including maintenance issues, merchandise tracking and restocking, store expense, shift scheduling, and conflict resolution.

Sales Representative | Onno Shop, Delta Mall, Warri

, July 2023 – 2025

- Assisted customers with product selection and inquiries, ensuring excellent customer service.
- Promoted and upsold products, consistently meeting and exceeding sales targets.
- Handled cash, card, and POS transactions accurately.
- Maintained proper stock display, ensuring a neat and organized sales floor.
- Built strong customer relationships that encouraged repeat purchases.

Cashier

Gabs Supermarket, Asaba, Delta State

2025 – Present

Responsibilities:

- * Process customer purchases accurately using the point-of-sale (POS) system.
- * Receive cash, card, and other forms of payment and issue receipts.
- * Balance the cash register at the beginning and end of each shift.
- * Provide excellent customer service by assisting customers with enquiries.
- * Maintain a clean and organised checkout area.
- * Ensure accuracy in cash handling and report any discrepancies.
- * Assist with stocking shelves and monitoring product availability when required.

EDUCATION

Delta State Polytechnic

National Higher Diploma in Business Administration

2021

National Diploma. Business Administration

2016

SKILLS

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Customer and Stakeholder Relations • Email Management • Administrative and Organizational skill • Problem Solving | <ul style="list-style-type: none"> • Project Management • Planning • Team Leadership • Delegation • Project Coordination | <ul style="list-style-type: none"> • CRM Software • Google Workspace • MS Office 365 • Microsoft Projects • Corel Draw |
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