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Location: Nigeria

PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with one year of experience managing an online business, communicating with customers, handling enquiries, coordinating orders, and promoting products online. Possess good written communication, typing, customer service, marketing, and organizational skills. A fast learner who is adaptable, reliable, and willing to learn new skills. Seeking a remote opportunity in marketing, customer support, chat support, email support, data entry, or virtual assistance to contribute to a company's success while developing professionally.

WORK EXPERIENCE

Marketing Assistant & Coordinator

Everything By Shukroh

October 2025 – Present

Responsibilities:

- Communicate with customers and respond to enquiries.
- Coordinate customer orders and delivery arrangements.
- Promote products through online marketing activities.
- Manage product information, prices, and availability.
- Provide customer service and assist customers with purchases.
- Organize daily business activities and customer communications.
- Support business growth through online product promotion.

EDUCATION

Kwara State University (KWASU), Nigeria

Bachelor of Agriculture (B.Agric.) – Agricultural Extension

300 Level – Currently Studying

SKILLS

- Market Research
- Email Marketing
- Customer Service

- Data Analysis
- Online Marketing
- Customer Communication
- Written Communication
- Typing and Data Entry
- Order Coordination
- Administrative Support
- Time Management
- Attention to Detail

LANGUAGES

- English

CAREER OBJECTIVE

To secure a remote position where I can apply my marketing, communication, customer service, and organizational skills while contributing to the company's goals and developing professionally.