

NNADOZIE NKIRUKA SANDRA

Lagos State | nnadoziesandra114@gmail.com | +2349034821119

CAREER OBJECTIVE

A hardworking and versatile Office Assistant/Sales Representative seeking a position where I can apply strong communication, organizational, and customer-service skills to support business operations and contribute to sales growth. Committed to professionalism, reliability, and achieving company objectives.

WORK HISTORY

Biovik Nig. LTD

2025

Position: Sales Representative

- Identified and contacted potential customers to promote products and services.
- Explained product features, prices, and benefits to customers.
- Maintained strong customer relationships and provide excellent customer service.
- Participate in sales promotions, marketing campaigns, and product displays.

Uncle Uche Plastic Complex, Ilepa Ikare, Ondo State

2019 – 2024

Position: Assistant Director

- Coordinated daily activities and ensure smooth workflow across units.
- Assisted the Director in planning, organizing, and supervising operations.
- Maintained accurate records of transactions, payouts, and staff performance.

EDUCATION

Higher National Diploma (HND), Accounting

2022

Federal Polytechnic Nekede, Imo State

(2021 – 2022)

CERTIFICATIONS

National Youth Service Corps (NYSC)

2025

Discharge Certificate

(2024 – 2025)

SKILLS

- Excellent Writing and Communication Skills
- Teamwork and Collaboration
- Time Management
- Strong Problem-Solving Abilities
- Report Writing and Documentation
- Leadership and Initiative

REFERENCES

- Mrs. Victoria Abulatan
CEO, Biovik Nig. LTD
+2349153819738