

CURRICULUM VITAE

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Location: Nigeria

PROFESSIONAL TITLE

Entry-Level Typist | Content Writer | Customer Service Representative

PROFESSIONAL SUMMARY

Motivated student seeking a remote job in typing, writing, or customer service. Eager to learn, communicate professionally, and complete tasks accurately and on time.

KEY SKILLS

Typing and data entry

Content writing and editing

Customer service and chat support

Written communication

Online research

Email handling

Attention to detail

Time management

Problem-solving

EDUCATION

The Polytechnic, Ibadan

ND, Food Science Technology (In Progress)

Secondary School Certificate, 2024

RELEVANT ABILITIES

Typing and Data Entry

Able to organise written information clearly.

Willing to learn new tools and software.

Content Writing

Interested in writing clear and informative content.

Willing to research topics and improve writing skills.

Customer Service

Willing to assist customers through online chat and email.

Committed to polite and professional communication.

WORK EXPERIENCE

Entry-Level Applicant

Seeking an opportunity to gain professional experience in typing, writing, or customer service.

LANGUAGES

English

AVAILABILITY

Available for remote, flexible, or part-time work compatible with school.

REFERENCES

Available upon request.