

Bartholomew Iyoriobhe

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Professional summary

Reliable and detailed oriented with a strong work ethic. I'm also known for punctuality, physical stamina, and the ability to work well within a team to meet daily service targets.

Work experience

Project Support Officer

OneBarrow International Ltd. (CSR & Project Management firm) | Abuja

May 2026 to Present

1. Managed and maintained business databases and records using Workref and Bitrix ensuring accuracy, completeness and vision control.
2. Provided direct operational support for accounts and financial data tracking, verifying figures and flagging discrepancies to ensure accurate reporting.
3. Coordinated cross team coordination and virtual meeting logistics including agendas, minutes and follow up action tracking.

Marketing officer

ETBenterprise (Real Estate) | Abuja

November 2024 to March 2026

1. Drove client outreach and lead generation efforts, converting cold contacts into qualified prospects for property listings.
2. Provided agent support to help streamline client communication and speed up the sales pipeline.
3. Built and maintained 10+ client relationships, contributing to a stronger pipeline of active real estate leads.
4. Provided support for planning and execution of multiple marketing campaigns that boosted property visibility and prospect engagement reaching 200+ people

Sales Associate & Customer Service Representative

Theola Hair Gallery (Retail) | Edo

February 2020 to January 2021

1. Consulted with customers to understand their needs and recommend suitable hair products, driving upsells and building strong customer relationships and repeat customer base.
2. Managed inventory and stock levels to ensure product availability and smooth store operations.
3. Consistently met or exceeded sales targets while processing accurate cash transactions.
4. Handled returns and complaints professionally, maintaining high customer satisfaction and trust.

Education

Physics Education (University)

University of Benin | Edo state

September 2017 to April 2024

Skills

MS Suits (Word, Excel, PPT)

Good at working with hands

Data entry and record keeping

Good communication skills

Goggle Workspace

Project management

Certifications and licenses

Financial literacy

It's a course on money management. It taught me how to budget, save, use credit wisely and invest for the future with core topics on budgeting and saving, debt management, investing basics and financial protection.