

NZERIBE SANDRA .E.

- 08133887768
- sanderemeka@gmail.com

SUMMARY

Motivated and result-oriented graduate with experience in sales, administration, and office support. Strong communication, organizational, and interpersonal skills with the ability to build lasting customer relationships, manage administrative tasks efficiently, and work effectively both independently and as part of a team. Dedicated to achieving organizational goals while maintaining professionalism and excellent customer service.

WORK EXPERIENCE

Sales executive
santicimma international limited

September, 2018 – June 2023

- Attended to customers and provided excellent customer service.
- Promoted products through both online and offline channels.
- Managed customer inquiries and resolved complaints professionally.
- Processed sales transactions and maintained accurate sales records.
- Assisted in inventory monitoring and stock management.

Adminitration Assistant(NYSC)
Federal ministry of Industry trade and investment (F.M.I.T.I)

Nov ,2024– Nov, 2025

- Prepared and organized office documents and records.
- Scheduled appointments and maintained office files.
- Assisted with correspondence and data entry.
- Supported daily administrative operations.

EDUCATION

National service (NYSC)

- Status: Completed
- State: Abuja
- Place of Primary Assignment: FMITI, Abuja
- Service Period: November 2024 – November 2025

Bachelor of Science in chemistry education

- Nasarawa State University, Keffi 2018 – 2024

CERTIFICATIONS

- Health, Safety and Environment (HSE)
 - Project Management Certification
 - Human Resources Certification
 - Customer Service Support Certification
-

SKILLS

- Sales and Marketing
- Administrative Support
- Customer Service Principles
- Project Management
- Negotiation
- Microsoft Word, Excel and PowerPoint
- Record Keeping and Documentation
- Communication and Interpersonal Skills
- Time Management
- Teamwork
- Problem Solving
- Attention to Detail

REFERENCE

Dr.Emeka Bruno Director santicimma international limited