ABIGEAL JAMES JANET

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PROFESSIONAL SUMMARY

Detail-oriented Operations and Sales Professional with proven experience in inventory management, customer service, and retail sales. Track record of maintaining accurate stock records, supporting daily store administration, and consistently achieving sales targets. Adept at managing cash transactions with precision while delivering exceptional customer experiences.

WORK EXPERIENCE

Inventory Manager / Sales Representative

Sheroes — Lagos, Nigeria | 2025 – 2026

- Managed end-to-end inventory auditing, reducing stock discrepancies through routine checks and organized logging.
- Received, verified, and cataloged incoming merchandise to maintain seamless store operations.
- Engaged customers proactively, delivering tailored product recommendations that contributed to meeting monthly sales targets.
- Maintained organized stock records and supported smooth daily store operations.
- Provided professional customer service and responded effectively to customer inquiries.

Cashier

Classic Chicken — Lagos, Nigeria | 2024

- Handled daily cash and digital transactions accurately, maintaining a balanced register at the end of each shift.
- Supported stock management by tracking fast-moving items and assisting with inventory restocks.
- Delivered friendly and efficient customer support in a fast-paced retail environment.
- Maintained accuracy and professionalism while handling customer payments.

EDUCATION

Ordinary National Diploma (OND) in Public Administration

Harvard Polytechnic, Ilorin, Nigeria

SKILLS

- Inventory Control & Reconciliation
- Sales & Merchandising
- Cash Handling & POS Operations
- Customer Relations
- Stock Tracking
- Store Administration
- Verbal & Written Communication
- Basic Computer Operations
- Microsoft Office & Spreadsheets
- Time Management
- Teamwork & Organization

REFERENCES

Available upon request.