BENJAMIN KALU

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PROFESSIONAL SUMMARY

Reliable and detail-oriented entry-level candidate seeking a remote Data Entry or Project Assistant opportunity. Brings three years of practical experience recording daily sales in a small shop, with an understanding of the importance of accurate records and organised information. Comfortable using Microsoft Office and eager to learn new digital tools and remote-work processes.

WORK EXPERIENCE

Sales and Records Assistant — Small Retail Shop

Three years of experience

- Recorded daily sales clearly and kept sales information organised.
- Helped maintain accurate day-to-day business records.
- Supported shop operations and assisted customers when needed.
- Handled routine tasks responsibly and paid attention to details.

EDUCATION

Secondary School Education

Nkporo Secondary Technical School

SKILLS

- Sales recording and basic record keeping
- Microsoft Office (basic working knowledge)
- Attention to detail and organisation
- Customer service and communication
- Willingness to learn and follow instructions

ADDITIONAL INFORMATION

Remote-work experience: First-time remote-work applicant. Motivated to develop data-entry, online communication and project-support skills.

References available on request.