

greatgoodness32@gmail.com
Zarma white house old karu road Abuja Nigeria
Nigériane
09071299047
Télétravail uniquement

Atouts

COMMUNICATION
Effective written and verbal communication skills

TEAM WORK
Proven ability to work collaboratively in cross – functional teams.

Centres d'intérêt

Working remotely

Reading, chatting, making research on new things and traveling

Réseaux sociaux

@Great beauty
@Greatbeauty
@Alabi Goodness

Alabi Rosemary

Customer support

Results-oriented personal assistant and customer care professional with a strong background in remote assistance and online customer service. Proven ability to bridge the gap between clients and companies ensuring excellence customer satisfaction. Skilled in communication, management, and computer/social media savvy. Adopt at building and manufacturing client, relationships while effectively managing time.

Diplômes et Formations

Bachelor of Science
De janvier 2014 à novembre 2018 Imo State University Owerri, IM, Nigeria
Course: Banking and Finance

OND
De janvier 2012 à avril 2014
Fedie Polytechnic Gboko Benue State Benue State, Nigeria
Course: Accountancy

Expériences professionnelles

CUSTOMER support specialist
De juillet 2019 à octobre 2021 Aykesmome furniture Remote,, USA
I worked remotely to assist the director of the company and also attend to customers' orders and enquires online.

Call center agent/Appointment setter
De février 2021 à avril 2023 Ayota home Manella, VI, Italy
Attend to customers calls messages, booking appointments for customers

Administrative manager/executive assistant
De janvier 2019 à novembre 2021 Green Finance Cooperative Society Remote
Managing the affairs of the company and working together with my team to market the services of the company to clients.
Oversee daily operations including cash management, opening and closing procedures, account maintenance
Directed daily branch operations, leading the team to exceed monthly sales goals.
Managed day – to – day communication between the branch and corporation headquarters.

Sales closer/customer service representative
De janvier 2023 à mars 2025 Essential eccomerce Hybrid ABUJA Nigeria
Call customers, process their order, track their order,work hand in hand with the logistic manager to make sure customers order gets to their door step same day

Executive assistant /customer support remote
De 2024 à février 2026 Sharkur group llc Alabama, USA
Bridging the gap between the organization and stakeholders.
Sending out messages to prospective customers and following up on them via SMS and mails

Compétences

CRM tools

VISUAL ASSISTANCE