JOSHUA PAUL OKOZI

Abule Egba, Lagos, Nigeria | 09129923855 | Okozijoshua4@gmail.com

PROFILE

Business Administration graduate from Westland University with hands-on experience in marketing, sales, customer service and graphic design. I have served customers in a busy shopping mall, designed materials for businesses and individuals for several years, and led my department as president. I am looking for a role in marketing, sales, HR or administration where I can contribute and keep growing.

EXPERIENCE

Marketing / HR Assistant, idilliver | 2026 – Present

- Help with social media and promotional campaigns.
- Handle day-to-day HR and administrative tasks.
- Work with the team to keep daily operations running smoothly.

Sales & Customer Service Assistant, Fresh Mart Agbor | December 2024 – February 2026

- Helped shoppers find the products they needed in the mall.
- Answered customer questions and supported day-to-day sales.
- Dealt with customers politely and kept every interaction positive.

Freelance Project Writer, Self-Employed | 2021 – Present

- Write academic and research projects for clients, based on their requirements.
- Research topics and organise the findings into clear, structured documents.
- Edit, format and prepare presentations, and deliver on agreed deadlines.

Graphic Designer, JPX Arts | 2020 – 2025

- Designed flyers, logos, pamphlets, banners, ID cards, certificates, handbills and social media posts.
- Made promotional materials for individuals, businesses and organisations.
- Worked with clients to understand what they wanted, handling several jobs at once and meeting their deadlines.

LEADERSHIP

President, Business Administration Department, Westland University, Iwo | September 2024 – May 2026

- Led the departmental executive team and represented students in departmental matters.
- Organised seminars and programmes for students across the university.
- Raised over NGN 100,000 for departmental activities with the executive team.
- Invited a lecturer from Bowen University to speak at a departmental seminar.
- Worked with presidents and executives from other programmes to plan joint activities.
- Acted as the link between students, executives and university management.
- Encouraged a more professional dressing culture among students.

EDUCATION

B.Sc. Business Administration, Westland University, Iwo, Osun State | 2026 | Second Class Upper

Final-year project: Impact of Advertising and Pricing Policy on Students' Brand Preference in Westland University, Iwo, Osun State, Nigeria

WAEC (West African Senior School Certificate), Hossana Secondary School, Agbor | 2022

Secondary Education, Owa Model Secondary School

CERTIFICATION

Certificate of Leadership, Westland University. Awarded for serving as President of the Business Administration Department.

SKILLS

- Business: Sales, marketing, social media management, business development, administrative support
- People: Customer service, communication, teamwork, leadership, public speaking
- Creative and technical: Graphic design, research and project writing, Microsoft Word, Microsoft PowerPoint, basic FL Studio music production
- Working style: Time management, problem solving, quick to learn

PERSONAL DETAILS

Nationality: Nigerian | State of Origin: Delta State

REFERENCES

Available on request.