OMOKARO IZIEGBE ENDURANCE

Lagos, Nigeria
09055181838
omokaroiziegbe02@gmail.com

PROFESSIONAL PROFILE

Organized and proactive Administrative Assistant with experience supporting daily office operations, managing client communications, and coordinating schedules in a fast-paced environment. Skilled in multitasking, record management, and delivering efficient administrative support. Known for strong communication, attention to detail, and the ability to maintain structure and professionalism in busy work settings.

PROFESSIONAL EXPERIENCE

Administrative Assistant

Ogun State Property and Investment Corporation (OPIC)
August 2025 – May 2026
•Supported daily administrative operations for a team of 15+ staff, ensuring smooth workflow and timely task execution.
•Managed client communication (20-30 daily interactions) via phone, email and in person, maintaining professionalism and clarity.
•Organized and maintained digital and physical records, improving document accessibility and efficiency.
•Coordinated communication between departments to ensure seamless operations.
•Assisted with scheduling meetings and tracking tasks to support team productivity.

Customer Service Manager

Blossom Beauty Empire
June 2024 – May 2025
•Managed end-to-end customer interactions, including inquiries, bookings, and order tracking.
•Handled daily scheduling and client bookings, ensuring smooth service operations.
•Maintained strong client relationships through professional and timely communication.
•Resolved customer issues efficiently, improving customer satisfaction and retention.
•Improved response time and operational efficiency through better coordination.

Store Manager

Lady B's Couture
Sep 2019 – Feb 2020
•Assisted 50+ customers weekly, ensuring a positive shopping experience.
•Managed inventory and maintained accurate sales records .
•Supported business operations through organization and customer engagement.

EDUCATION
Bachelor's of Science (B. Sc.) in Sociology
Ambrose Alli University, Ekpoma | 2024

CERTIFICATIONS
•Customer Experience (CX) for Business Success – Hp LIFE, 2026
•Customer Relationship Management – Hp LIFE, 2026
•Customer Experience Design – Alison, 2026

KEY SKILLS

•Administrative Support & Office Coordination.
•Calendar & Schedule Management.
•Corporate Communication (Written & Verbal)
•Microsoft Office Suite (Word, Excel, PowerPoint)
•Record Keeping & Documentation
•Time Management & Multitasking
•Team Collaboration & Professionalism.