OGHENEKARO AKPOKOVO

SALES REPRESENTATIVE | CUSTOMER RELATIONS

Okoboh, Abua-Odual LGA, Rivers State | +234 807 050 4666 | akpokovooghenekaro@gmail.com

PROFESSIONAL PROFILE

Motivated and dependable graduate with practical experience supporting office and site operations, communicating with colleagues, workers and customers, and completing assigned tasks efficiently. Organised, approachable and adaptable, with strong interpersonal, problem-solving and time-management skills. Interested in a sales role where I can understand customer needs, explain products or services clearly, build positive relationships and contribute to business growth. Eager to learn sales processes and work towards team targets.

CORE SALES & WORKPLACE SKILLS

- Customer communication and relationship building
- Clear verbal communication and active listening
- Problem-solving and adaptability
- Office administration and record support
- Customer assistance and service support
- Teamwork and stakeholder coordination
- Time management and task organisation
- Microsoft Word, AutoCAD and ArchiCAD

WORK EXPERIENCE

CEO AND PARTNERS LIMITED — Office Assistant

July 2025 – September 2025 | Abraka, Delta State

Worked closely with the employer to support daily office activities and respond to assigned tasks. Assisted with administrative duties and maintained effective communication in the workplace. Gained exposure to real estate management and the importance of understanding client needs and presenting services professionally.

Department of Service and Works, DELSU — Personal Assistant

April 2024 – September 2024 | Abraka, Delta State

Supported the supervisor with routine office duties and follow-up on assigned responsibilities. Helped keep work organised, communicated with relevant people and completed tasks efficiently, developing useful customer-facing and coordination skills.

Engr. Luke's Firm — Site Engineer (Practical Experience)

April 2023 – September 2023 | Abraka, Delta State

Assisted with site activities and coordinated with workers, customers and the employer to support daily operations. Handled minor assignments independently when required and communicated progress clearly. Built practical experience in teamwork, resolving day-to-day issues and maintaining professional relationships.

EDUCATION

Delta State University — Bachelor of Engineering (B.Eng.)

2020 – 2025 | Oleh, Delta State

Recognised for active student and professional involvement: Face of NSE_SA (2021), Speaker of the NSE_SA Students Representatives Council (2023), and Assistant Secretary General of NSE_SA (2024).

CERTIFICATIONS

- Health and Safety Education (HSE) — Level 3
- Entrepreneurship & Professional Skills Certification — Mega Rich Consults and Networks LTD

ADDITIONAL SKILLS

Graphic design • Video editing • Microsoft Word • AutoCAD • ArchiCAD

REFERENCES

Chukwunomnazu Emmanuel Olufade
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