Phone: 07050719289

Email: lissa4shizle@yahoo.com

## **Professional Profile**

Personable and results-driven professional with over 7 years’ experience across Customer Service, Administration, Sales, Marketing, and Business Development. Skilled in client relationship management, HR support, and delivering exceptional customer experience. Known for empathy, clarity in communication, and the ability to retain and grow client relationships. A dedicated team player who adapts to varying roles and environments to achieve organizational goals.

## **Core Skills**

• Customer Service & Client Support

• Communication (Written & Verbal)

• Interpersonal & Relationship-Building Skills

• Administrative Support

• Sales & Negotiation

• Business Development

• Marketing & Lead Conversion

• CRM & Microsoft Office Proficiency

• Teamwork & Collaboration

• Emotional Intelligence & Active Listening

• Problem Solving & Decision Making

• Time Management & Organization

• Goal-Oriented & Result Driven

## **Employment History**

**Customer Service / Sales Consultant (Remote) — PEL Medical Limited**

October 2024 – Present

**Administrative Officer — Air Water Cargo Services Limited**

March 2023 – May 2023

**Administrative / HR Assistant — Food Connect Global Services**

February 2022 – December 2022

**Business Development Officer — Benek Engineering Limited**

October 2021 – December 2021

**Sales Account Officer — Edves Nigeria Limited**

November 2020 – October 2021

**Sales & Administrative Officer — Prolectro Limited**

January 2018 – November 2020

**Research Assistant (Part-Time) — University Teaching Hospital**

October 2017 – December 2017

**Sales Consultant — VIP Express Tourism Limited**

November 2015 – December 2016

**Customer Service Representative (Part-Time) — Melrose Books**

January 2015 – July 2015

**Marketer / Promoter (Part-Time) — Guinness Nigeria**

March 2012 – June 2012

## **Education**

Bachelor’s Degree (B.Sc.) – Finance and Banking

University of Port Harcourt

## **Professional Courses & Certifications**

• PGD in Human Resource Management

• Certified Personnel Manager (CPM)

• Associate Member (ACIHRM)

• HR Beginners Masterclass

• Basics in Human Resource Management

• Sales Mastery Workshop

## **Professional Reference**

Precious Nwokoma

Managing Director, Pretonic Equipment Ltd

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