

SADIQ ABIBAT OROH

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PROFESSIONAL SUMMARY

Motivated and detail oriented English Language graduate with hands on experience in social media management and customer engagement. Seeking an entry level role as a Social Media Manager, Customer Support Officer, Virtual Assistant, Office Assistant, HR Assistant, or Personal Assistant, Financial Assistant, where I can apply my communication, organization, and problem-solving skills to support business growth and efficiency.

WORK EXPERIENCE

MELLUX VENTURES

SOCIAL MEDIA & CREATIVE CONTENT MANGER -INTERN (REMOTE)
(NOV 2024 – JULY 2025) BENIN, EDO STATE

- Manage social media pages and content
- Create post ideas and strategies
- Do voiceovers for ads and videos
- Engage audiences and build brand presence

BUCKET MEDIA COMMUNICATIONS

SOCIAL MEDIA MANGER -NYSC (HYBRID)
(JAN 2025– OCT 2025) Lagos, Nigeria

- Managed social media pages and campaigns.
- Created engaging content to grow audience reach.
- Handled messages and client interactions promptly.
- Assisted with digital promotions and performance reports
- Supported the marketing team with admin tasks.

EDUCATION

BACHALOR OF ARTS IN ENGLISH

AMBROSE ALLI UNIVERSITY

2018-2024

SKILLS

- Excellent written & verbal communication
- Social media management & content creation
- Customer service & client support
- Virtual assistance & administrative tasks
- Basic human resources support
- Time management & multitasking
- Microsoft Office (Word, Excel, PowerPoint)
- Canva & digital tools

CERTIFICATIONS

- NYSC Certificate
- Jobberman soft -skills training

References

Available upon request