ABASIAKA SUNDAY UYEH

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# PROFESSIONAL SUMMARY

A skilled graduate with the ability to input and manage data accurately with great speed and in high volumes. Ability to communicate effectively and work both independently and within a team with minimal supervision. A keen eye for detail and excellent ability to organize and prioritize workload to achieve set goals and deadlines in the most efficient manner.

# SKILLS AND CORE COMPETENCIES

* Data Entry and Order Processing
* Attention to Detail
* Spreadsheet and Database Programs
* Invoicing and Inventory management systems
* CRM Platforms
* Accounts Record Management
* Document Storage and Cloud-Based Systems
* Debtor and Sales Management
* Problem-solving and Issue Resolution
* Active Learning
* Adaptability
* Time Management
* Planning and Organization Skills
* Proficient in Microsoft Office Suite
* Proficiency in ZohoBooksn Software
* Proficiency in Loyverse Software

# PROFESSIONAL EXPERIENCE

**Administrative Trainee – National Office for Technology Acquisition and Promotion (NOTAP) June 2019 – August 2019**

* Created and maintained filling systems both electronic and manual.
* Prepared communications, such as memos, emails, invoices and other correspondence.
* Processed and created administrative records using internal and external database.

# Social Media Manager/Sales Representative – Katies Essentials Stores and Services September 2021 – February 2022

* Reduced turnaround time for routine tasks from **24 hours to 5 hours.**
* Entered customers’ orders and shipping records accurately.
* Performed data entry for all invoices, mailings, and purchase orders.
* Used MS Office daily to automate repetitive tasks thereby increasing efficiency

# VOLUNTEER AND LEADERSHIP EXPERIENCE

**National Youth Service Corps** – **Raw Materials Research and Development Council, Abuja (RMRDC) February 2022 – February 2023**

* Support the Resource Center basic operations and administrative functions.
* Improved record keeping, filing and documents management.
* Guidance of visitors and researchers on guided tour to the Resource Center of the Council.

# Public Relations officer - Nigerian University Association of Management and Business Students (SALEM Chapter) May 2020- June 2021

* Ensuring that students adhere to departmental dress codes and rules.
* Collaborated with other executives to plan and execute departmental events and gatherings
* Facilitated with other executives for the organization of the Association week in the University.

# EDUCATION

* **B.Sc. Business Administration –** Salem University, Lokoja, Kogi State. **September 2017- October 2021**

# TRAINING AND CERTIFICATIONS

* **Data Entry Academy –** Accounting Hub **October 2021**

**REFEREES**

* **Mr. M.I Abraham**

**Business Administration Dept**

**Salem University**

**Lokoja, Kogi State**

* **Mr. Linus Udeji**

**National Office for Technology**

**Acquisition and Promotion**

**No.4, Blantyre Street, Wuse II**

**PMB 5074 Wuse,**

**Abuja**

* **Barr. Ibrahim A. Idi**

**Nigerian Institute of Leather**

**and Science Technology, Abuja Liaison Office**

**Federal Secretariat,**

**Abuja**