

TABITHA OKE

HUMAN RESOURCES

About Me

Dedicated and detail-oriented professional transitioning into a Human Resources career. Offers a strong foundation in communication, organizational skills, and people management from diverse roles in sales, media, and customer service. Eager to leverage CIPM membership and administrative expertise to contribute to organizational success and employee satisfaction.



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1, Sanni Labode Abule Egba Lagos

PROFESSIONAL CERTIFICATIONS

Chartered Institute of Personnel Management
Student Member (CIPM/STD/AO26424)

EXPERTISE

- Administrative and organizational expertise
- Writing and editing
- Communication and people management
- Teamwork and collaboration
- Virtual assistant capabilities
- Proficient in Microsoft Office Suite

EXPERIENCE

CLAN Africa — Sales Executive 2022

- Managed client relationships and facilitated sales strategies, contributing to revenue growth.
- Strengthened customer satisfaction through personalized service and follow-ups.

Lighthouse Media — Media Manager 2021-2022

- Coordinated media campaigns and streamlined content production processes.
- Oversaw a team, fostering collaboration and ensuring project deadlines were met

Eko FM/Radio Lagos — Intern 2020-2021

- Assisted in producing and scripting programs, honing communication and editing skills.
- Gained exposure to administrative operations within a broadcasting environment.

Broadcasting Corporation of Oyo State Intern 2013

Supported on-air programming and event coordination, enhancing teamwork and multitasking abilities.

Therapix Pharmaceuticals — **Customer Care Representative** 2009-2011

- Addressed customer inquiries and managed complaints efficiently, ensuring satisfaction.
- Maintained accurate records and provided administrative support to the sales team.

EDUCATION

Nigerian Institute of Journalism — PGD in
Broadcast Journalism
2019-2020

Obafemi Awolowo University — B.A. in
Linguistics Yoruba
2011-2015