

Ucham Moses Tishak

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PROFESSIONAL SUMMARY

- I am a precision-focused Data Entry and Analyst professional with an aptitude for sales and customer engagement. My strength lies in turning raw data into clear insights that help teams make better decisions.
- With a background that blends administration, accounting, and sales, I have built a reputation for accuracy, organization, and reliability.
- I enjoy working in remote environments where I can bring structure, clarity, and a human touch to every task I handle.

EDUCATION

Bachelor of Arts in English Language

University of Jos, Nigeria -2022

CORE STRENGTHS

- Accurate Data Entry & Analysis
- CRM & Spreadsheet Management (Excel, Google Sheets)
- Reporting & Performance Tracking
- Accounting & Financial Documentation
- Sales Support & Customer Service
- Record Keeping & Database Management
- Remote Collaboration & Task Ownership
- Event Planning & Coordination

PROFESSIONAL EXPERIENCE

Confidence Brothers Nig. Enterprises — Sales & Administrative Assistant

Kaduna, Nigeria | 2023– 2024

- Managed sales operations, stock records, and logistics data to keep business processes running smoothly.
- Performed data entry, inventory tracking, and performance reporting, ensuring accuracy and accountability.
- Collaborated with management to interpret sales trends and identify growth opportunities.
- Delivered exceptional customer support, helping to build lasting relationships and repeat business.

CET Professional Services — Accounting & Administrative Assistant

Remote | 2020 – 2021

- Maintained accurate financial records, handled bank reconciliations, and supported taxation tasks.
- Managed data entry and analysis to support financial reporting and internal audits.
- Assisted in preparing confidential reports and client summaries with a high level of professionalism.

AIESEC Nigeria — ICX Sales (Volunteer)

2020 – 2021

- Captured and organized exchange participant data for local and international programs.
- Supported the sales and event team by providing accurate data and communication support.
- Ensured data integrity and confidentiality in all reports and CRM systems used.

X-Balance Apparel — Data Entry Clerk (Freelance)

2023 – 2024

- Entered, updated, and monitored all sales, inventory, and customer data across digital systems.
- Produced simple reports to help track product performance and optimize inventory management.

Teaching Experience — Class Teacher

Various Schools | 2018 – 2020

Maintained student and parent records, applying strong organizational and data management skills.

CERTIFICATION

- Virtual Assistant - ALX
- Data Entry - Alison
- Digital Marketing - Google digital garage(Cursa)
- Entrepreneurship & Business Skills Certificates - Enterprise Development Center.
- Business Skills and Employability skills- Whitefield Foundation
- Currently learning Data Analysis and CRM Tools