

## Jeremiah Noah

Omoregie Drive, Ugbowo, Benin City, Nigeria

+234-7033900059 | jereynoh@gmail.com

LinkedIn: <https://www.linkedin.com/in/jeremiah-noah-b8678610a>

Portfolio: [https://drive.google.com/drive/folders/1li1f2oThBdoBR2\\_7bGHqCJrqCEpI1XRW](https://drive.google.com/drive/folders/1li1f2oThBdoBR2_7bGHqCJrqCEpI1XRW)

## Professional Summary

Tech-savvy and results oriented professional with over 7 years of experience in administrative operations, customer service, sales, and property management. Proven ability to excel in remote environments, leveraging digital tools to enhance efficiency, customer satisfaction, and business growth. Adept at multitasking, problem-solving, and working independently to meet organizational goals.

## Key Skills & Competencies

- Remote Office Administration & Clerical Support
- Customer Service & Client Relationship Management
- Project Coordination & Virtual Assistance
- Microsoft 365 (Word, Excel, PowerPoint, SharePoint, Power BI etc.)
- Google Workspace (Docs, Sheets, Drive, Calendar etc)
- CRM Tools/Tasks Management (HubSpot, Asana, ClickUp etc.)
- Data Collection, Research & Analysis/Inventory & Logistics Coordination
- Basic HTML & AWS Fundamentals/Videography and editing/music production
- Strong Written & Verbal Communication/Self-Motivation & Time Management

## Professional Experience

### Data Collector | Medscan Services Pte– Singapore (Remote & on-site/contract)

Aug. 2024 – present

- Visiting various ports across Nigeria to collect body fluids samples from vessels crew members for drug testing, Logistics handling, interviews conduct, and preparing of reports.

### Property Management Specialist | Stallion Technologies – USA/Nigeria (Remote & On-Site)

May 2023 – Jan 2025

- Managed remote customer interactions (email, chat, phone...) ensuring timely resolutions.
- Coordinated vendor hiring, procurement, and facility maintenance using digital tools.

- Supervised rent collection and conducted virtual property inspections.
- Transitioned to an independent contractor role, overseeing remote vendor relations.

#### **Assistant Manager/Production Supervisor | Natural Eco Capital Ltd - Nigeria.**

Jun 2022 – Nov 2022

- Provided exceptional remote and on-site customer support, ensuring client satisfaction.
- Supervised administrative operations, recruitment, and onboarding of team members.
- Implemented workflow optimizations that improved productivity by 15%.
- Managed procurement, inventory tracking, and logistics coordination remotely.

#### **Library Administrative Assistant | University of Benin Main Library - Nigeria**

Jul 2015 – Dec 2017

- Delivered excellent customer service by assisting patrons via in-person/online support.
- Organized library resources for efficient digital and physical cataloging.
- Trained and supervised student assistants to ensure smooth operations.

#### **Sales Representative & Personal Assistant | Joyland Group of Schools**

Sept 2011 – Dec 2014

- Marketed educational services, increasing enrollment by 10%.
- Provided clerical and virtual support, managed schedules, and handled communications.
- Designed lesson plans and coordinated school events.

### **Education**

B.Sc. in Geography and Regional Planning | University of Benin (2018)

### **Certifications**

- Professional Administrative Course – Martin Luther Institute of Management Sciences (2021)
- Employability Soft Skills – Jobberman Nigeria (2022)

### **Major Project Participation**

- Coca-Cola Circular Economy Project – Cycle Plast (2022–2024) | Supervisor
- Edo State Waste Management Board Project – Feasibility Studies on Household Waste (2022) | Data Collector
- PwC/EDOBEEEST ICT Learning Evaluation Survey (2021) | Data Analyst
- BEDC Household Electricity Enumeration and verification (2021) | Field Enumerator

### **References**

Available upon request.