
Jennifer Osaghemem

109, pipeline road Iyana Ipaja Lagos
08082261656 | jenniferosaghemem@gmail.com
in Jennifer Osaghemem

PROFESSIONAL SUMMARY

As a recent graduate with a passion for administration, customer service and data analysis. My objective is to secure an entry-level position that allows me to apply my academic knowledge, enhance my practical skills, and be a proactive contributor to an organization's success.

EDUCATION

2017 to 2023

- **Ambrose Alli University**
Agricultural economics and extension

SKILLS

- Problem solving skills
- Communication skills
- Result oriented
- Customer representative management
- Microsoft office packages
- Time management
- Teaching and training

EXPERIENCE

September 2023 -
Till date

- **Sales assistant**
Comm.ag project limited
 - Answering and directing phone calls, taking messages, and providing information to callers.
 - Inputting and maintaining data in spreadsheets, databases, and other software.
 - Keeping the office tidy and well-organized, ordering supplies, and managing inventory.
 - Basic financial tasks like invoicing, tracking expenses, and reconciling accounts.

September 2022 -
July 2023

- **Subject teacher**
El ginal school
 - Maintains conducive learning environment and handle classroom discipline and organization
 - Assess students' progress through tests, assignments, and other evaluation methods.
 - Design and plan lessons, considering the curriculum and the needs of the students.

PROFESSIONAL CERTIFICATE

- **Josvic computer world September 2012**
Diploma certificate in Microsoft office packages
- **Coursera. February 2023**
Introduction into data analysis
- **CRMP (customer relations management)**
In view

CERTIFICATIONS AND TRAINING

- **Cita Educational consult. September,2018**
Recalibrating the 21st century teacher
- **Reelskills for Agri business. May,2023**
Digital marketing
- **The next economy(Poise Nigeria) June 2023**
Core skills and employability skills

VOLUNTEER ACTIVITIES

- The Nigeria red Cross
- Bountiful givers initiatives (non profitable organization)

REFERENCE

- Available on request -