

ABRAHAM PATIENCE AMARACHI

Lagos | abrahampatienceamarachi@gmail.com | +234-9030451598

LinkedIn - <https://www.linkedin.com/in/patience-abraham-a63631312>

SUMMARY

To strive for excellence through quality performance and to add value to the organization and to myself. To provide the company with more resources by bringing in my set of skills and experience.

TECHNICAL SKILLS

- Data Cleaning & Validation.
- Efficient Data Entry Techniques.
- Sorting & Filtering.
- MicroSoft suites(Excel, PowerPoint, Word).
- Accurate Typing.
- Able to maintain a high level of energy and positive attitude.
- Excellent written and verbal communication.
- Formulas & Functions.
- Pivot Tables & Pivot Charts.

PROFESSIONAL EXPERIENCE

Executive Marketer, K Brothers Company

2020 - 2022

- Creating brand awareness.
- Communicating and building relationships with customers.
- Assisting and overseeing the marketing team in planning and executing marketing campaigns.

Data Entry, LAPO Microfinance Bank

2022 - 2024

- Verify the accuracy of information by cross- referencing sources.
- Maintaining Confidentiality and ensured data integrity in line with company policies.
- Assisting with organizing and sorting digital files for easy retrieval.
- Communicating effectively with team members to ensure smooth data flow and task completion

Assistant Manager, Adonis International limited.

2025 - June

- Assisting the Manager.
- Managing the Sales team.
- Supervising team members.
- Setting sales target.
- Managing customer relationships and collaborating with other departments.

EDUCATION

First School Leaving Certificate

International Comprehensive School.

2005 - 2011

W.A.E.C

Haliberth English College.

2011 - 2016

Bachelor of Science in Computer Science

Adamawa State University.

2017 - 2022

LANGUAGES

- English
- Hausa
- Igbo