

OKORO ABIGAIL MISHAEL

CONTACT

@ abigail.mishael1@gmail.com
m
☎ 07061271765
📍 No. 25 Sheindemi Street; Olowora, Ikeja, Lagos State
in <http://linkedin.com/in/abigail-mishael-284a53173>

PERSONAL DETAILS

Date of Birth : 20/09/1994
Marital Status : Single
Nationality : Nigerian
State of Origin : Imo State

SKILLS

Excellent at verbal and written communication.
Excellent team spirit and ability to multi-task productively.
Exceptional time management ability.

INTERESTS

Travelling
Mentoring
Writing
Publishing

ADDITIONAL CERTIFICATION

- ""
Basic Computer Training Certificate - Rainbow Computer Institute, Eket, Akwa Ibom State

CAREER STATEMENT

Multi-faceted, efficient, and reliable professional with several years of experience in the Nigerian work force -supporting executives, sales personnel, and managers to improve internal operations for small and large businesses.

EDUCATION

2012 - 2016 **Rivers State University, Port Harcourt**
Banking and Finance (B.Sc.)
2005 - 2011 **Federal Government Girls' College, Akwa Ibom State**
West African Senior School Certificate (WASSCE)
1999 - 2005 **The Nigerian Christian Nur./Pri. School, Eket, Akwa Ibom State**
First School Leaving Certificate (FSLC)

WORK EXPERIENCE

March 2019 - August 2019 **FORESIGHT REALITY PARTNERS, LAGOS STATE**
SALES REPRESENTATIVE
Coordinating sales efforts.
Giving sales presentations to prospective clients.
Negotiating contracts with prospective clients.
Obtaining deposits and balances from clients.
Preparing weekly and monthly reports.
August 2018 - February 2019 **HEAD OF STATE BARBERSHOP, PORT HARCOURT, RIVERS STATE**
MANAGER
General office administration.
Purchase and maintenance of products and equipment.
Overseeing recruitment process.

LANGUAGE

English; Igbo; Ibibio & Hausa

*September
2017 -
July
2018*

**HOPE ACADEMY EVENING SCHOOL, PORT
HARCOURT, RIVERS STATE**

HEAD TEACHER, LITERATURE

Teaching and Counselling.

Preparation of lesson notes.

*October
2016 -
April
2017*

**BENJOSSY SUPERSTORES, PORT
HARCOURT, RIVERS STATE**

SALES PERSONNEL

Made supplies, managed and
maintained products.

Kept records and proper inventory of
products.

Made sales and inventory accounts to
management.

REFEREE

AVAILABLE ON REQUEST