Nosarienomwan Jenny Ogbeide-Inneh

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Graduate Trainee

and a motivated, detail-oriented professional with the capacity to learn fast, take feedback, and grow into more demanding responsibilities.

Motivated Business Administration graduate with hands-on experience in HR, administration, and customer service across investment, hospitality, electrical services, and renewable energy. Skilled in record-keeping, documentation, basic data analysis, and day-to-day operations support. Interested in agribusiness and development work, especially roles that involve working with businesses and communities to improve livelihoods. Quick to learn, open to feedback, and eager to grow through a structured graduate trainee programme.

Core Skills & Tools

- HR & admin support
- Data entry & record keeping
- Excel reporting & basic analysis
- Research & information gathering
- Documentation & file management
- Community & stakeholder engagement support
- Customer & client service
- Clear written & verbal communication
- Teamwork & collaboration
- Problem-solving & critical thinking
- Time management & organisation
- Microsoft Office, Google Workspace & online tools

Professional Experience

Solar World – Abuja, Nigeria **9/2025 - Present**
Customer Service, Sales & Admin Officer (Full-time)

Notable Contributions:

- Generated over **₦12,000,000 in inverter sales revenue** by assisting customers and recommending suitable solar solutions.
- Handled customer enquiries and complaints, providing timely and effective support.
- Maintained organised records of customer details, sales, and resolutions.
- Supported daily administrative tasks and coordinated follow-ups with internal teams.
- Updated basic sales logs and reports using **Excel and Google Sheets**.

Wells Carlton Hotel & Apartments – Abuja, Nigeria **6/2025 – 8/2025**
Human Resource Officer (Fulltime)

Notable Contributions:

- Assisted with staff onboarding, documentation, and file updates.
- Supported preparation of duty rosters and attendance tracking.
- Helped coordinate briefings and trainings for staff.
- Provided basic support on staff welfare and internal communication.

Great Source Investment Nig Ltd – Abuja, Nigeria **8/2024 – 5/2025**
Human Resource / Admin Officer (NYSC)

Notable Contributions:

- Maintain staff records and HR documentation in line with company procedures.
- Support recruitment activities, including posting roles, sorting CVs, and scheduling interviews.
- Handle basic employee enquiries and assist with internal communication.
- Help organise staff meetings, trainings, and simple welfare activities.
- Prepare simple HR/admin reports using Word and Excel.

VIN Electrical – Benin City, Nigeria **2/2020 – 9/2020**
Administrative Assistant

Notable Contributions:

- Provided administrative support to HR and operations departments.
- Scheduled meetings, managed calendars, and coordinated internal communications.
- Managed documentation, filing, and basic record-keeping.
- Assisted with simple recruitment and interview coordination tasks.
- Monitored office supplies and liaised with vendors when needed.

Education & Certifications

Bachelor of Science in Business Administration, 2023 | University of Benin – Benin, Nigeria

Chartered Institute of Personnel Management of Nigeria (CIPM), In View

Virtual Administrative Assistant Bootcamp, 2025 | Kim's Agency