

TREASURE WEJEYAN

Delta State, Nigeria

Phone number:08033240672

Email:wejeyantreasure@gmail.com

LinkedIn:<https://www.linkedin.com/in/treasure-w-a77b9b29a>

PROFESSIONAL SUMMARY

Motivated and detail-oriented customer service professional with hands-on experience supporting customers in a fast-paced business environment. Skilled in handling inquiries, resolving complaints, and maintaining positive customer relationships. Recently certified in Customer Service and currently studying Entrepreneurship Education, with strong communication, problem-solving, and digital communication skills. Seeking remote customer support or virtual assistant opportunities.

SKILLS

- Customer Support & Complaint Resolution
- Email and Chat Communication
- Order Processing & Customer Assistance
- Strong Verbal and Written Communication
- Problem Solving & Conflict Resolution
- Time Management & Multitasking
- Microsoft Word & Basic Excel
- Google Docs & Online Tools
- Team Collaboration
- Attention to Detail

EXPERIENCE

Customer Support Assistant – Family Food Business

Delta State, Nigeria

Jan 2024 – Present

- Handled daily customer interactions and processed 15–25 customer orders efficiently
- Responded to customer inquiries and resolved complaints in a professional manner
- Maintained a friendly and welcoming environment to improve customer satisfaction
- Assisted in daily operations to ensure smooth and timely service delivery
- Built positive relationships with customers, encouraging repeat patronage

EDUCATION

National Open University of Nigeria (NOUN)

B.Sc. Mathematics and Computer Science (In View)

Current Level: 100L

CERTIFICATION & TRAINING

- Customer Service Certification – Cursa Learning Platform (2026)
- Certificate in Customer Relationship Management (CRM)
- Entrepreneurship Education Program (In Progress)

ADDITIONAL INFORMATION

- Available for remote work
- Fast learner with strong adaptability to new tools and systems

- Comfortable using WhatsApp, email, and online communication platforms

PROFESSIONAL MEMBERSHIP

Student Member – Nigeria Computer Society (NCS)