ROBERT ALFREDA
Customer Service | Administrative Support | Sales & Operations

Career Profile Motivated and developing professional with growing experience in teaching, learner support, and customer service. Able to follow guidance, learn quickly, and contribute positively to work environments.

Competencies

- Customer service and teamwork
- Ability to follow instructions and learn quickly
- Basic sales and support skills
- Time management and reliability

Career Experience

Service Assistant | Mamas Delight Restaurant
2023 – 2025

- Assisted with customer service and daily restaurant operations.
- Supported food preparation and ensured a clean work environment.
- Helped improve customer experience through polite and prompt service.

Sales/Support Assistant | Takem Investment Company
2020 – 2023

- Supported sales activities and customer engagement.
- Helped maintain inventory and basic records.
- Provided general assistance to improve workflow and customer satisfaction.

Education

- **Diploma** — Federal Polytechnic Bida (2018–2020)
- **Senior Secondary Education** — Pet International Senior Secondary School, Trikania Kaduna

- **Junior Secondary School** — Junior Secondary School Apo Resettlement (2011–2014)
- **Primary Education** — L.E.A Primary School Apo Resettlement (2006–2011)

Languages English, Yoruba, Hausa

Hobbies

- Interacting with people
- Learning new practical skills
- Cooking and food service interest

References Available upon request