

SAMUEL EDWIN EBIEGA

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Bio

I'm passionate Environmental Manager with professional expertise as a Data entry specialist, statistical Data analyst, financial Analyst and Virtual Assistant with a passion for turning raw data into meaningful insight's and helping businesses run smoothly behind the scenes. With over 5 years of experience, I specialize in:

STATISCAL DATA ANALYSIS: Descriptive and inferential statistics Hypothesis testing Regression analysis (Linear and Logistics) Survey Data Analysis Forecasting and predicting Modelling Statistic software (SPSS, Excel)

VIRTUAL ASSISTANT: Data entry and data management Internet research and report generation, Email handling and calendar Management, CRM and file organization, Excel automation, pivot tables and dashboard Administrative support. I have a degree in Environmental Management and Toxicology, with experience in data analysis, statistics, mathematics, and I've worked with clients across various industries including marketing, education, e-commerce, research.

WHY WORK WITH ME

I am detail oriented and deadline driven Confidentiality and data integrity are guaranteed Quick turnaround with clear professional communication Flexible availability to match your time zone and project needs

Favorite Quote

Pay attention to these instructions, for anyone who fears God will avoid both extremes." (Ecclesiastes 7:18, NLT)

Expertise

Data management and Data Entry: Advance knowledge with all forms of data management, its integrity and confidentiality is retained

Technical Proficiency: Advanced knowledge of financial Analysis and statistical data analysis using Excel.

Project Management: Leading cross-functional teams to meet strict deadlines.

Communication: Skilled in technical writing and public speaking.

Experience

Customer Relationship manager/Sales Assistant **2025**

TransSwift int'l ltd, lokogoma district, Abuja.

- Assisted customers with product enquiries and selection to ensure a high-quality service experience.
- Built and maintained strong customer relationships to encourage repeat patronage
- Recorded sales accurately and supported daily sales operations
- Promoted products and services to drive sales and meet targets

Sales Manager, Shollyoptical limited, Gimbiya street, Area 11, Garki Abuja. **2025**

- Manages Daily sales with Documentations using Doc, excel and receipts
- Drive Sales by marketing customers around and outside the company using social media and physical presence.

Professional certification in Virtual Assistant **2024**

Acquired a professional certificate of Virtual Assistant with ALX GLOBAL

- Proficient with Good workspace tools
- Proficient with a professional knowledge in calendar management, data entry, inbox management, meeting scheduling with meeting agenda writing.

Internship with Federal Ministry of Water Resources and Environment, **2021**

Makurdi, Benue State

- Managed a team of environmental service workers, overseeing daily tasks and ensuring adherence to standards and safety regulations.
- Provided feedback, directed team efforts, and maintained a positive work environment to enhance productivity.

Achievements

Awarded "Employee of the Year" for outstanding leadership **2025**

Successfully managed a financial Account of \$1000 in the forex Market for a client **2024**

Obtained professional certification in VIRTUAL ASSISTANCE from ALX Global **2024**

Hobbies

Photography: Exploring urban and Rural landscapes and nature.

Reading: learning about new discoveries and happenings in Economics, Business and Science

Volunteering: Dedicating time to local community Health and Tech literacy programs.