**EXPERIENCE
SNAPSHOT**

###### Industry

* Insurance

ROLE SPECIALISATION

* Preparing of Policy Documents
* Renewal Notices/Endorsements
* Weekly/Monthly Production Reports
* Risks Management
* Preparing /Registration of New Businesses

**WORKING KNOWLEDGE**

* Risk Underwriting
* Risk Valuation
* Risk Survey
* Risks Management

 **First Name of Application CV No 1645038**

Whatsapp Mobile: +971504753686



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***OBJECTIVE***

To be part of a team working with high spirit to build an organization where I can contribute my best immensely and also learn, thereby creating room for growth and development.

***INSTITUTION ATTENDED WITH DATES AND QUALIFICATIONS:***

Oct 2013 (In View) **CHARTEREDINSURANCE INSTITUTE OF NIGERIA**

 **(CIIN)**Certification

Feb 2013 **Nigerian Institute of Management**

 Certification

Jan 2013 (In View) **Service Quality Institute**

Certified Customer Service Institute

Nov 2012 **Joint Professionals Training & Support Int’l**

 Environmental Impact Assessment Procedure &

 Management System(ISO 14001)

Oct 2012 **Joint Professionals Training & Support Int’l**

Certified International Project Manager & Microsoft

 Project tool (Ms Project Computer aided tool).

Oct-Nov 2012 **Joint Professionals Training & Support Int’l**

QSHE Supervision Course

2007-2011 **UNIVERSITY OF LAGOS, AKOKA, LAGOS**

 B.sc Insurance

March 2006 **Bethel Computer College**

 Diploma In Information Technology

1998-2004 **ST. MONICA SECONDARY SCHOOL, ISOLO, LAGOS**

 Senior Secondary School Certificate

1994-1998 **ST. MONICA MONTESSORI CHILDREN SCH. LAGOS**

 First School Leaving Certificate

***WORKING EXPERIENCE***

Feb 2012-Feb 2013 **GOVERNMENT COLLEGE, UGHELLI, DELTA.**

 **(NATIONAL YOUTH SERVICE CORP.)**

* Job Description: Teach & evaluate the performance of the Pupils.
* Prepare lesson notes
* Organized quiz & debate competitions within and

 outside school

August 2013-Nov., 2014 **ANCHOR INSURANCE COMPANY LIMITED**

Job Description: Underwriter/Technical

* Preparing of Policy Documents
* Renewal Notices/Endorsements
* Weekly/Monthly Production Reports
* Risks Management
* Preparing /Registration of New Businesses

July 2015-Till Date **LOGISTICS SOLUTIONS LLC**

Job Description: Receptionist Cum Secretary

* Meeting and greeting clients
* Booking Meetings
* Arranging couriers
* Keeping the reception area tidy
* Answering and forwarding phone calls
* Screening phone calls
* Sorting and distributing Post
* Ensuring meeting are effectively organized
* Responding to all correspondence

***PERSONAL DATA:***

**STRENGTHS**

* Excellent interpersonal and persuasive communication skills
* Maintain good employee relationships
* Task and result oriented
* Excellent team player

DATE OF BIRTH; DECEMBER 9, 1988

SEX ; FEMALE

STATE OF ORIGIN; OSUN

MARITAL STATUS; SINGLE

***LANGUAGE SPOKEN*** English

***EXTRACURRICULAR ACTIVITIES:*** Travelling, Listening to Music and Making Friends.