**Career Objectives**

I am a well-grounded individual with ability in excelling in a competitive driven environment. I have a special passion for working diligently as an individual and within a team towards achieving mutually benefiting organizational objectives.

**Bio-data**

Marital status: Married Sex: Female

DOB: January 07, 1983

**Educational Qualification**

University of Port Harcourt PGD in Computer Science 2015

University of Port Harcourt B.Sc Mathematics and Computer Science 2009

FGGC Ikot Obio Itong SSCE 2000

Christ the King Inter. Nursery FSLC 1993

Primary Sch Uyo Akwa Ibom

FGGC Bauchi NYSC 2011

**Experience:**

**Company Name:** Sharon Consultative and Research Management Ltd.

 Rumuibekwe, Portharcourt, River State, Nigeria

 2010

**Position:** Business Development Officer/Marketer

**Responsibilities:** Tracking and Management of Company documents.

Scan, image, organize and maintenance of documents,

Control and retrieval of documents.

Receiving and processing Requests for Information from employees or clients and maintain the requests via tracking logs.

Develop business and marketing plans in coordination with Managing Director to achieve revenue goals.

Explain to prospective clients about the advantages of the services offered and follow up with them in order to close the business deals.

Respond to the client queries regarding the service in a timely fashion.

Develop creative strategies to retain the clients including interviewing them to take their feedback and incorporate it into the growth plan.

Develop strong customer relationships in order to generate high volume of prospective clients.

Manage customer calls and appointments effectively for new opportunities.

Recruitment for Client Company

**Special Skills and Abilities:**

Ability to work under pressure

Integrity and Honesty

Good Communication Skills

Self-Motivated and Target Oriented

Excellent Negotiator

**Hobbies:**

Reading, Traveling, Meeting People, Praying, Baking and Watching Romantic Movies

**First Name of Application CV No:** **1705656**

Whatsapp Mobile: +971504753686

