**Obinna**

**Obinna.328073@2freemail.com** **sales and marketing executive**

**Personal Summary**

A highly efficient, versatile, result driven and capable marketing and sales executive with a proven ability to efficiently develop, manage and control relationships between the company and its target audience. Having a proven track record of quickly understanding a marketing and sales campaign mission, vision and objective and then communicating this to potential customers. Enjoying challenging briefs and able to work to an excellent standard under considerable pressure whilst presenting a positive image to clients and colleagues.
Now looking for suitable sales and marketing position with an ambitious and exciting company.

**Work Experience**
Company Name: Alwasil Aluminium & Glass Establishment United Arab Emirate, Sanniya Alain. (2 years & 3months)
Designation: Sales Executive
 Job Profile

* Administering LIFO and FIFO procedures on stocks during issuance
* Notifying supervisors when stock becomes low and replenish the stock as needed
* Checking the accuracy of ordered stocks at the point of delivery to assure it tallies with received items
* Updating and adjusting customer’s files and maintaining track log of all FedEx shipments.
* Monthly stock counting and report writing on inventories
* Check and compare goods received with purchase invoices, bills of lading, purchase orders and requisitions.
* Liaising with accounts department to proof check sales

**Key Accomplishment**

* Introduced a proper filling system for easy information retrieval.
* Redesigned method of financial registering amongst team mates.
* Co-ordinated inventory control and space management to ensure stocks are orderly arranged.
* Reduced 50%company loss through physical counting and accurate documentation.
* Established harmonious and cordial relationship with staffs from different nationalities.
* Effective and efficient team motivator and initiator.

Company Name: Visafone Communications Limited, Nigeria. (4years)
Designation: Sales and Marketing
Job Profile

* presenting company`s products (phones, mobile lines, internet connectivity packages & services) to both current regular customers and potential new customers.
* Handling customer’s inquiries, complaints, billing questions and payment extension/service requests.
* Logging and progressing all new leads and potential sales enquiries
* Managing customer relationship
* Generating sales leads
* Planning and implementing marketing activities across all online and offline channel
* Liaising with strategic partners, internal stakeholders and key customers
* Calm angry callers, repair trust, locate resources for problem resolution and design best-option solutions.
* Registering/taking customer’s bio-metrics at product point of purchase.
* Representing the organisation at trade exhibitions.
* Been a giant communication industry in Nigeria with over 600 branches nationwide am often elected to represent my branch at meetings and seminars.

**Key Accomplishments**

* Managed a high volume workload within a deadline-driven environment, resolved an average of 550 inquiries in any given week and consistently met performance benchmark in all areas(speed, accuracy, volume)
* Became the lead “go –to” person for new sales representatives particularly in challenging calls.
* Helped company attain the highest sales and customer service rating (as determined by external auditors) earned 100% marks in all categories including communication skills, listening skills ,sales skills, problem resolution and politeness.
* Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.
* Excelled in role requiring the ability to handle a variety of customer service & administrative tasks.
* Thorough understanding of promotional and advertising activity
* Ability to troubleshoot independently.

**Educational Qualification**

Federal Polytechnic of Nigeria, Nasarawa State. 2005 – 2008
Diploma in Public Administration and Marketing.

The West African Examinations Council. 2002
Senior School Certificate.

Baptist Academy, Lagos State, Nigeria 1996 – 2001
Senior School Certificate

Agunbiade Primary School, Lagos State, Nigeria 1993 –1996
First School Leaving Certificate

**Professional Qualification**

Zabeel International Institute of Management and Technology Bur Dubai June 1– Nov 2015
Diploma in Sales and Marketing
Diplomain Microsoft Office 2010
Diploma in Business Skills

**Areas of expertise**

* Principles of marketing.
* Consumer Behaviour & Marketing.
* Strategic Product Management.
* Channel Distribution & Retail Marketing.
* Advertising & Promotions.
* Customer Relationship Management.
* Skills & Strategies for Sales Professionals.
* Business Planning & Marketing.
* Business Skills.
* Ms Word, excel, PowerPoint, internet and outlook.

**Key Skills**

* Flexibility and problem solving skills.
* Fast learner and Team Player.
* Initiative and multitasking.
* Building relationships.
* Creative thinking and hardworking.

**Interest and Hobbies**

* Reading Books and Internet browsing
* Attending Events and Meeting People

***Personal Data***

Sex male
Date of Birth 24th may 1989
Marital Status married
Religion Christian
Nationality Nigerian
Language English, Arabic (intermediate)