

KAZEEM

BUSSINESS mANAGEMENT | MARKETING

Visa Status Employment Visa

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Date of birth: 25th Sept. 1988

Languages: English

Nationality: Nigeria

Religion: Christianity

Marital Status: Single

**career summary / Strenghts**

Goal driven and customer service professional with significant academic knowledge and experience of 4 years. Key areas of strengths are Quality Customer Service, Prospecting, Meeting Customers, Answering Calls, Documenting, Preparation of Sales Quotation, Purchase Order, Cash Flow Management and reporting.

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| --- | --- |
| * MS Office * General Computer Knowledge | * Sales Quotation * Purchase Order |
| * MS Excel | * MS Word |
| * Quality Customer Service | * Focus ERP Software |
| * Desktop Publishing | * Etiquette On Calls |

**Work Experience**

**Bin Hendi Scaffolding & Construction Equip. Factory, UAQ, UAE. June 2015 – Present**

**Office Assistant**

**KEY Responsibilties**

* Preparation of sales quotation, local purchase order and follow up the vendors until delivery.
* To prepare receipt voucher, payment voucher and vendors cheque.
* Follow up the account receivable until received.
* Preparation of employee’s salary.
* To make daily receipt and delivery goods note.
* To maintain daily inventory stock.
* Write letters to customer and vendors.
* Price Negotiation on behalf of Company

**Government Day Secondary School, Niger State, Nigeria March 2013 – Feb 2014**

**Commerce Teacher**

**KEY Responsibilties**

* Functioning as a Class Teacher
* Teaches Commerce Subject
* Sensitizing the Student on behavior when attaining the age of puberty.
* Taking the Students on general computing

**Ecobank Nig. Ltd. Lagos, Nigeria. March 2014 – May 2015**

**Relationship Manager**

**Ecobank** is the only Pan African Bank in African existing in about 36 African countries. A leading commercial bank and customer oriented.

**KEY Responsibilties**

* Seeking new prospect
* Working with client in making positive decision
* Encouraging customers for deposits
* Liaising with customer service of behalf of customers
* Increasing Sales opportunities
* Ensuring customers are aware of new products
* Ensuring customers gets best services.
* Investing in Fixed deposit and Strict Call for individual and companies.
* Verify and monitor shipment rates, courier rates and cargo rates

**Sureway Ultimate Height Inv. Ltd. Ogun State, Nigeria.**

**Marketing Office and Computer Instructor Nov 2009 – Jan 2011**

Sureway Ultimate Height Inv. Ltd. Is a Publishing and Sales of Stationeries company and also tutors students on general computer.

**KEY Responsibilties**

* Prospecting
* Introducing the company publication to schools
* Making delivery of publications available to schools on demand.
* Lecturing student on computer i.e Desktop Publishing
* Making graphic designs for company

**Qualification**

2012 **HND (Marketing)** Moshood Abiola Polytechnic Ogun State, Nigeri

2009 **ND (Business Administration)** Moshood Abiola Polytechnic, Ogun State, Nigeria.

2005 **Diploma (Desktop Publishing)** Grace & Glory Computer Academy, Ogun State, Nigeria.

2003  **SSCE (Senior School Certificate)** Anglican Grammar School, Ota, Nigeria

**OTHER SKILLS**

* Proficient in MS Excel, MS Words, MS PowerPoint
* Knowledge of Desktop Publishing ( CorelDraw)
* Etiquette
* Excellent presentation skills.

**ACHIEVEMENT & AWARDS**

* National Youth Service Corp (NYSC), 2014
* Third Best Table Tennis Player (ADEBOYE CUP), Dubai, UAE. 2015