**NGOZI**

***Email:*** [***ngozi.365186@2freemail.com***](mailto:ngozi.365186@2freemail.com)

***CAREER OBJECTIVE:***

*Admires a challenging position to cover wide range of responsibilities in the corporate world and industry to apply my skills and contribute in the growth of the company and mine. To provide world class remedies that will project the achievement of my company’s aim and objective and improve my skills for maximum input.*

***EDUCATIONAL QUALIFICATION:***

1. *Lagos State Polytechnics – Lagos, Nigeria.*

*National Diploma (OND),*

*Secretarial Studies 2001*

1. *Ts Computer and Secretarial Studies*

*Lagos, Nigeria,*

*Diploma in Desktop Publishing 2001*

1. *West African Education Council*

*Lagos – Nigeria,*

*Nov./Dec WASSCE 2002*

***WORKING EXPERIENCE:***

***SALES AND MARKETING OFFICER,***

***FIRSTINCHOICE ELECTRONICS LIMITED,***

***LAGOS - 2015 - 2016.***

***DUTIES:***

* listening to customer requirements and presenting appropriately to make a sale;
* maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* cold calling to arrange meetings with potential customers to prospect for new business;
* responding to incoming email and phone enquiries;
* acting as a contact between a company and its existing and potential markets;
* negotiating the terms of an agreement and closing sales;
* gathering market and customer information;
* representing my company at trade exhibitions and events;
* negotiating on price, costs, delivery and specifications with buyers and managers;
* recording sales and order information and sending copies to the sales office, or entering figures into a computer system;
* reviewing my sales performance, aiming to meet or exceed targets;

***CUSTOMER SERVICE - MARKETING,***

***DIAMOND ASURANCE LIMITED.***

***LAGOS STATE 2013 - 2015***

***DUTIES:***

* *Design and implement effective strategies to sell new insurance policies or adjust existing ones.*
* *Contact potential clients and create rapport by networking, cold call, using referrals etc.*
* *Appraise the wishes and demands of business or individual customers and sell the suitable protection plans.*
* *Collect clients information on their risk profiles in order to offer them the proper solution.*
* *Maintain continuous awareness of transactions, sales and terms and keep relative records.*
* *Check insurance claims to solidify trust and relationship in order to safeguard reputation.*
* *Fulfill all company established policy obligations and maintain customer’s satisfaction.*

***PROFFESSIONAL EXPERIENCE:***

Have 3 Years Experience in Sales and Marketing Positions in Nigeria.

***PERSONAL DATA:***

* *DATE OF BIRTH: 10th Oct 1976*
* *SEX: Female*
* *MARITAL STATUS: Single*
* *STATE OF ORIGIN: Imo State*
* *NATIONALITY: Nigerian*
* *VISA STATUS: Tourist Visa*
* *LANGUAGES KNOWN: English*

***SKILLS:***

* *Good and excellent communication skill.*
* *Familiar with teamwork, flexibility in carrying out different tasks with minimal supervision.*
* *Ability to work in a friendly and polite approach, even when working under pressure.*
* *Understanding, following procedures and rules correctly.*
* *Honesty and sincere, energetic, having enough strength to keep going.*

***DECLARATION:*** *I hereby declare that the above given informations are true to the best of my knowledge and ability. If given a chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.*

*Dear Sir/Ma,*

***APPLICATION FOR THE POST OF A SALES AND MARKING PERSONNEL***

*In respect to your advertisement online for the post of a sales person, enclosed is my CV for all the necessary information you may like to know about my personal and professional status.*

*The nature of my previous working experience has prepared me for this position. The positions I occupied involved a great deal of commitment, requiring initiative, self-motivation and a wide range of skills, sales and marketing is a profession that having an understanding of the industry was essential to me, I found this subject very stimulating.*

*I am always fast and focus in understanding and handling my duties, with a keen eye for detail and I should be very grateful if the opportunity to progress in this profession is given to me. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.*

*Thank you for taking the time to consider this application and I look forward to hearing from you.*

*Yours sincerely*