

OHAKWE

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***CAREER OBJECTIVE:***

To obtain a challenging post at your reputable institute where I can utilize my personal skills and experience to contribute to the organization's goals, and simultaneously provide myself with career growth and personal development.

***WORKING EXPERIENCES***

***SALES REPRESENTATIVE OFFICR***

***SABCO ENTERPRISES NIGERIA (auto spare parts*** mercedes..........1999 - 2006

***MY DUTIES AS A SALES REP.***

* Establish new accounts by organizing and planning daily work schedule to build on existing or potential sales outlets
* Study the type of sales outlet and adjust content of sales presentations
* Study potential volume of dealers and focus on sales efforts
* Make and submit orders by referring to product literature and price lists
* Gather current marketplace information on newly introduced products, delivery schedules, pricing, and merchandising techniques in order to monitor competition
* Investigate problems; prepare reports; develop solutions, and make recommendations to management in order to resolve customer complaints
* Attend educational workshops; review publications, and be involved in professional societies
* Provide historical records by keeping records on customer inquiries and sales
* Contribute to team efforts in accomplishing organizational goals.
* ***MY PERSONAL SKILLS AS A SALES REP***
* Customer service oriented, with the ability to meet sales goals
* Possess strong ability to prospect, negotiate, and close sales
* Ability to give attention to safety issues
* Ability to maintain a neat and presentable personality
* Strong persistence in dealing with people and not giving up easily
* Possess self-confidence, positive mentality, with the ability to manage territories effectively
* Strong product knowledge, client relation, and presentation skills
* Highly self motivated, with one year of computer service experience
* Reliable, hardworking, enthusiastic, with the ability to perform multiple assignments at the same time
* Effective communication with customers, as well as strong follow-up skills
* Strong technical abilities, with PC and Internet usage experience
* Ability and willing to work on weekend and even on holidays
* Ability to learn the art of professional greeting and attracting passive consumers, as well as show passion to follow-up calls and sales activities
* Physically fit to stand for many hours, and to lift heavy items

***ACHIEVEMENTS:***

* I restructured and repositioned the shop arrangements and product presentations during my time as the sales representative officer.
* I quadrupled the start-up Capital of the business during my service as the sales representative officer
* I also maintained a good customer relationship which helped to increase the number of clients
* I effectively negotiated with government agencies on business permit and other revenues to reduce cost.
* I assisted customers to fix some parts on their cars after purchase
* I made sure that all the goods that customers demand are available.

***EDUCATION BACKGROUND***

* Master of science in international relations at Nnamdi Azikiwe university Awka, Nigeria (incomplete )
* Bachelor of Science in political science at University of Nigeria Nsukka, Nigeria 2011.

***SKILLS***

* Excellent communication and listening skills
* Problem analysis, use of judgment and ability to solve problems efficiently
* Excellent inter personal relationship and ability to work in a multi-cultural, multi-ethnic environment with sensitivity for diversity.
* Critical thinking, analytical thinking, planning, and quick learning skills
* Sales ability and effective negotiating skills

COMPUTER SKILLS:

* MS WORD
* MS EXCEL