[**MGBEODURU.365457@2freemail.com**](mailto:MGBEODURU.365457@2freemail.com)



**CURRICULUM VITAE.**

**MGBEODURU**

Position: **Sales man & Marketing**

**CAREER OBJECTIVE:**

I am seeking for an opportunity to work with dynamic firm where excellence and professionalism is greatly employed in all areas of operation and alongside build a career that is a model for everyone.

**WORK EXPERINCE:**

**Sales man &Marketing 6** Year Experience **at Emchai Nigeria 2011 to 2016 in Nigeria.**

**RESPONSIBILITIES.**

* To ensure sufficient stocks for daily use at outlets.
* To prepare duty roster and roster staff for meal breaks.
* To check on staff attendance.
* To ensure the standards of service are delivered.
* To guide / train new service staff.
* To ensure daily cash and credit collections are in order.
* To ensure neatness and cleanliness of workstation including hygiene aspects.
* To attend to complaints, feedbacks and remedy situations.
* To ensure that all stocks are accounted for.
* To record daily sales report.
* To delegate duties to Outlet Captains.
* Any other duties may be assigned to you from time to time by the Management.

**EDUCATIONAL ATTAINMENT**

2007 - 2010 University of Nigeria, Nsukka

1998 - 2003 Boys Model Secondary School, Owerri

1992 – 1997 St. Joseph Nursery/Primary School, Kaduna

**QUALIFICATIONS**

2010B.sc in Accounting

2003 Senior Secondary School Certificate

1997 First School Leaving Certificate

**SKILLS AND ABILITIES**

* Good Innovation and Communication Skills.
* Excellent Interpersonal Relation and marketing skill.
* Ability to establish priorities and plan, coordinate and develop clear goals that are consistent with the mission statement of the company.
* Ready to work at all time and a good team player.
* Ability to adapt and respond to new ideas and changes
* Ability to carry out responsibilities.
* Ability to follow instructions and procedures up to the tiniest details.
* Have good computer skills.
* Hardworking & Dedicated.
* Honest.

**LANGUAGE**

English,

**DECLARATION**

I certify that the above information are true and correct 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 and accomplishment of the organizational goals.

**Reference** available upon request.