** CURRICULUM VITAE**

**ENIADE**

##  E: mail: eniade.379925@2freemail.com

**POST APPLIED AS: SALES OFFICER**

**PROFILE SUMMARY:**

Result-driven and service-oriented professional offering 4+ years of progressive work experience in sales and marketing, business development and customer service. Vast experience in sales and market research analysis, strategy development and implementation as well as product management and project management. Consistently demonstrated excellent skills in performing sales, meeting with multicultural customers, delivering service at the highest quality standard and ensuring customer satisfaction. Possess strong communication, analytical, negotiation, client convincing, problem solving, planning, leadership and time management skills.

**STRENGTH:**

* Expert in time management.
* Ability to work effectively and efficiently under pressure.
* Very energetic, result oriented and organized
* Strong customer service skills.
* Record of sales achievement.
* Resourceful and adaptive.
* Proficiency in MS Office.

**WORK EXPERIENCE:**

* Company **:** **BEST WAY INTERNATIONAL**

Designation **:** Sales officer

Office Address **:** 4th floor, Elizade plaza, 322A Ikorodu Road, Lagos, Nigeria.

Duration **:** 2015 - Feb. 2018

* Company **: PALMS SHOPPING MALL.**

Designation : Sales Officer.

Office Address **:** 24, Ring Road, Ibadan, Nigeria.

Duration. **:** 2014 - Nov. 2015

* Company **: Comprehensive high school**

Designation **:** Mathematics and Marketing teacher. **[NYSC]**

Office Address **:** Ogugu, Awgu LG, Enugu State Nigeria.

Duration **:** 2013 - June 2014

* Company **:** **University COLLEGE HOSPITAL**

Designation **:** File Recorder. (Industrial Training)

Office Address **:** UCH, Ibadan, Oyo state Nigeria.

Duration **:** 2009 - September 2010

JOB ROLES AND DUTIES AS A SALES OFFICER:

* Participating in the day to day running of the shop.
* Responding to general customer enquiries received by phone or email.
* Operating the till and accurately handling cash, cheque and credit/debit card transactions.
* Assisting in changing displays of shop stock.
* Looking after all aspects of the shop whilst the Retail Manager is away.
* Assisting with regular stock checks and annual stock takes.
* Being vigilant always against theft, leakage and stock damage.
* Present and sell company products and services to current and potential clients.
* Schedule plan and actions to identify specific targets and to project the number of contacts to be made.
* Follow up on new clients resulting from field activity and maintain potential client’s relationship
* Identify and resolve client concerns
* Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.

**EDUCATIONAL INFORMATION:**

* Osun state polytechnic, Iree, Osun State, Nigeria. [HND] 2010-2012
* Osun state polytechnic, Iree, Osun State, Nigeria. [ND] 2006-2009
* Asiwaju computer training, Ibadan, Nigeria. 2004-2005
* Community secondary school, Babanloma, Kwara State, Nigeria. 2002-2003
* United secondary school, Agugu, Ibadan, Oyo State. 1996-2002
* Christ the king primary school, Agugu, Ibadan, Oyo state. 1991-1996

**QUALIFICATION / CERTIFICATE:**

* Higher National Diploma in Business Administration and Management.

**UPPER CREDIT** 2012

* Ordinary National Diploma in Business Administration and Management.

**LOWER CREDIT**. 2009

* Diploma in Computer. 2005
* Senior Secondary School Certificate Examination (NECO) 2003
* First School Leaving Certificate.

**PROFESSSIONAL COURSE:**

* Nigeria Institute of Management 2014

**PERSONAL INFORMATION:**

Nationality : Nigeria

State : Oyo State

Date of birth : 29/05/1986

Gender : Male

Marital Status : Single

**LANGUAGE KNOWN:**

* English – Excellent in Speaking, Reading, Writing.

**INTEREST AND ACTIVITIES:**

* Attending seminars, reading motivational books, meeting people, football and music

**REFEREES: Available on request**

**DECLARATION:**

I hereby declare that the above furnished informationis true and correct to the best of my knowledge and belief.

**ENIADE**