**IBIE**

**Email Add:** **ibie.380518@2freemail.com**

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| **CAREER OBJECTIVE:** |

**To build a career in growing organization, where I can get the opportunities to prove my abilities by accepting challenge, fulfilling the organization goal and climb the career ladder through continuous learning and commitment. I am a self motivated person who likes to work hard and achieve good results. I enjoy learning new things and I am always keen to learn new skills and experience.**

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| **APPLYING FOR:** |

**SALES EXECUTIVE**

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| **EDUCATION**: |

**Umelu Secondary School (Benin City Nigeria)**

**Queen Ede Secondary School (Benin City Nigeria)**

**Ambrose Alli University**

**EKPOMA**

**(Business Administration)**

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| **Training**: |

**INTERNATIONAL AWARD FOR SECURITY PERSONNEL**

**1st-5th October 2017**

**Security Industry Regulatory Agency (SIRA)**

**(Security Cadre Training Centre)**

**Government of Dubai**

**FIRE-FIGHTING TRAINING COURSE**

**3rd-5th October 2017**

**Fire Safety Consultancy (SAFER)**

**FIRST AID TRAINING COURSE**

**3rd-5th October 2017**

**Fire Safety Consultanc (SAFER)**

**DPS License**

**Holding a Nigeria Driver License**

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| **EXPERIENCE**: |

**Sales Representative (January 2014-December 2016)**

**(Member Ship Card Coordinator)**

**Gold's Gym**

**United Arab Emirate (Dubai)**

**Main Duties:**

* **Daily Marketing and Sourcing of new clients.**
* **Follow up and management of clients throughout a transaction.Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.**
* **Keep abreast of best practices and promotional trends**
* **Taking clients through products profile.**
* **Preparation of daily and weekly marketing reports.**
* **Create and maintain client relationship.**
* **Perform any other related duties and special projects as assigned by the Manager**
* **Present, promote and sell products/services using solid arguments to existing and prospective customers**
* **Perform cost-­benefit and needs analysis of existing/potential customers to meet their needs**
* **Establish, develop and maintain positive business and customer relationships**
* **Reach out to customer leads through cold calling**
* **Expedite the resolution of customer problems and complaints to maximize satisfaction**
* **Achieve agreed upon sales targets and outcomes within schedule**
* **Coordinate sales effort with team members and other departments**

**Sales Associate (January 2007-December 2013)**

**Julius Berger Construction Company**

**Abuja Nigeria**

**Main Duties:**

* **Ensure high levels of customer satisfaction through excellent sales service**
* **Assess customers needs and provide assistance and information on product features**
* **Welcome customers to the store and answer their queries**
* **Follow and achieve department’s sales goals on a monthly, quarterly and yearly basis**
* **“Go the extra mile” to drive sales**
* **Maintain in-stock and presentable condition assigned areas**
* **Actively seek out customers in store**
* **Remain knowledgeable on products offered and discuss available options**
* **Maintain in-stock and presentable condition assigned areas**
* **Actively seek out customers in store**
* **Remain knowledgeable on products offered and discuss available options**
* **Process POS (point of sale) purchases**
* **Cross sell products**
* **Handle returns of merchandise**
* **Team up with co-workers to ensure proper customer service**
* **Build productive trust relationships with customers**
* **Comply with inventory control procedures**
* **Suggest ways to improve sales (e.g. planning marketing activities, changing the store’s design)**

**Receptionist (February 2004 – January 2006)**

**Roma Solution Limited**

**Naorobi Kenya**

**Duties & Responsibilities**

* **answer telephone, screen and direct calls**
* **take and relay messages**
* **provide information to callers**
* **greet persons entering organization**
* **direct persons to correct destination**
* **deal with queries from the public and customers**
* **ensure knowledge of staff movements in and out of organization**
* **monitor visitor access and maintain security awareness**
* **provide general administrative and clerical support**
* **prepare correspondence and documents**
* **receive and sort mail and deliveries**
* **schedule appointments**
* **maintain appointment diary either manually or electronically**
* **organize conference and meeting room bookings**
* **co-ordinate meetings and organize catering**
* **monitor and maintain office equipment**
* **control inventory relevant to reception area**
* **tidy and maintain the reception area**

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| **SKILLS**: |

* **Computer Literate: Ms word, Ms Powerpoint**
* **Knowledge on Sales**
* **Ability to Work Under Pressure**
* **Decision Making**
* **Time Management**
* **Self Motivation**
* **Leadership**
* **Adaptability**
* **Honesty**
* **First Aid**

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| **PERSONAL INFORMATION:** |

**Age: 33 years old**

**Birthday: February 4, 1984**

**Birth Place: Benin City, Edo State**

**Nationality: Nigeria**

**Marital Status: Single**

**Height: 5'7"**

**Religion: Christian**

**Visa Status: FREELANCE VISA**

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| **REFERENCE:** |

 **To be furnished upon request**