**ANYASODOR**

**Address:** Dubai, U.A.E

**Email:**  [anyasodor.383701@2freemail.com](mailto:anyasodor.383701@2freemail.com)

**PERSONAL DATA**

Visa Status: Tourist Visa

Sex: Male

Nationality: Nigerian

**KEY SKILLS& COMPETENCIES**

* Having a clear voice and excellent telephone manner.
* Able to work on own initiative as well as part of a team.
* Excellent spelling and grammar and a flexible hard working attitude.
* Excellent listening and verbal communication skills.
* General insurance procedural / product knowledge.
* Understand the regulatory, fair trading and competition rules relating to customer

service.

* Computer literate.
* Fluent in English and mother language
* Good interpersonal relations
* Good sales driving abilities
* Excellent Analytical skills
* Computer skills with ability to use Ms-Office, excel, PowerPoint, Adobe packages, paint, CorelDraw .
* Good customer relations, innovative and motivation skills
* A team player with good communications skills
* Creative and target driven.
* To carry out challenges of a present day employee, thereby helping to create organizational success and its betterment.
* To achieve set goals in any given task with maximum utilization of limited resources at a stipulated time.
* To work with team spirit to actualize the organizational objectives.
* To work with minimal supervision.
* To make meaningful impact in any organization where diligence, loyalty, hardwork, and a positive drive is highly appreciated.

**WORK EXPERIENCE/ACHIEVEMENT**

**Mar. 2013 – Aug.2017–Etisalat Nigeria**

**Position:Retail /Sales Executive**

**Reporting To: Manager**

**Roles & Duties:**

* Managing the brand Etisalat Nigeria Activities which includes General Administration, supervision of staff flowing store requirement, dealing with customer.
* Responsible for 2 brands giving the entire brand wise target to all the section.
* Responsible for Generating Sales & Achieving Sales Target.
* Supervision of Entire Sale Transaction.
* Strengthening the Sales of Etisalat Nigeria product through Distributors in Retail Counters.
* Conducting different type of Demonstration of product to enhance the client base.
* Taking feedback by endorsers and forwarding it to Company.

**Oct. 2011 - Oct. 2012 NYSC – Zenith Bank Nigeria**

**Position: Customer service**

**Roles & Duties:**

* Managing all retail and online related customer contacts.
* Providing quality responses to customer contacts in person, telephone & email.
* Dealing with enquiries & answering calls from new and existing customers.
* Suggesting solutions to customers in a positive manner.
* Dealing with all escalated complaints and enquiries efficiently and effectively.
* Communicate promptly any information to customers about their orders.
* Helping customers to register online and/or to process their orders.
* Giving customers information about company services and products.
* Building relationships with customers.

**2008-2011 GTBank Nigeria– Industrial Training**

**Position: Customer care support**

**Roles & Duties:**

* Managing all retail and online related customer contacts.
* Handling customer issues related to ATM card
* Helping customers to register online and/or to process their orders.
* New account opening for customers

**Hobbies:**Reading, Travelling, Meeting people.

**Referees:** Available on request.