CURRICULUM VITAE

***SANDRA***

**PERSONAL PROFILE**

**PROFILE:**

**Date of Birth:** 5th September 1993

**Sex** Female

**Marital Status** Single

**Nationality** Nigeria

**OBJECTIVE**

To deliver a safe, reliable, world class and customer focused to provide user support and

positive customer service through my experience and learning on the job. Troubleshoot problems and advise on the appropriate action.

**PROFESSIONAL EXPERIENCE**

**Wapic Insurance Since 2018 until January 2020.**

# Position: Financial Sales Advisor

**Duties and Responsibilities:**

* + - * Talking to clients to determine their expenses, income, insurance coverage, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.
			* Answering client questions about financial plans and strategies and giving financial advice.
			* Advising strategies for clients in insurance coverage, investment planning, cash management and other areas to help them reach financial objectives.
			* Reviewing client accounts and plans on a regular basis to understand if life or economic changes, situational concerns, or financial performance necessitate changes in their plan.

**HS Bank Nigeria Since 2017 until 2018**

# Position: Teller

**Duties and Responsibilities:**

* + - * Assist bank customers deposit and withdraw their moneys.
			* Resolve discrepancies in accounting processes.
			* Verify and reconcile balances for individual cash drawers.
			* Identify and resolve customer needs.
			* Ensure quality services to customers.
			* Sell financial products and services to customers.
			* Build customer loyalty.
			* Process and perform daily bank transactions.
			* Accept customer deposits and loan payments.
			* Assist and support other banking staff in their tasks

**Bridge Waters Hotel Nigeria Since 2013 until 2014.**

# Position: Receptionist.

**Duties and Responsibilities:**

* + - * Greet and welcome guests as soon as they arrive at the office
			* Direct visitors to the appropriate person and office
			* Answer, screen and forward incoming phone calls
			* Provide basic and accurate information in-person and via phone/email
			* Receive, sort and distribute daily mail/deliveries
			* Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

**EDUCATIONAL QUALIFICATION**

**Educational Institution: Federal Polytechnic Oko, Anambra State Qualification**: HND in Banking and Finance

**Class of Honor**: Upper Credit

**Year:** 2015 – 2017

# Educational Institution : Frontier Academy Qualification : Diploma

**Class of Honor : Travel Agents Foundation Course ( Fares and Ticketing) Period : 3 months.**

# Educational Institution : Amadeus Certified Agent Qualification : Diploma

**Class of Honor: Basic Functionality Course Period : 1 Week**

**SKILLS**

* Able to work as part of a team or independently with little or no supervision
* Flexible and can be able to work in a multicultural environment
* Superb interpersonal skills and exceptional ability towards greater customer satisfaction
* Excellent communication skills
* Ability to work under pressure for long hours
* Ability to organize and coordinate activities between different departments
* Willingness to work in rotational shifts to be able to give continuous assistance to clients
* Technical competence of operating several communication devices

**STRENGTHS**

* Self-motivated
* Problem solving and decision making
* Good Analytical skill and a Quick Learner
* Focused on minute details

 Personal Contact Sandra-397001@2freemail.com

 Reference Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**DECLARATION**

I declare that the information provided above is true and correct to the best of my knowledge.

***Sandra***