**Gulfjobseeker.com CV No:** **10974**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**QUALIFICATIONS SUMMARY & OBJECTIVE**

A seasoned professional with strong functional and developmental skills in the areas of Sales, Marketing, Real Estate, Customer Service, Tourism, and Human Resources. Interested in a responsible position in which I will utilize my diversified experience as an asset to the company's progress, success, and profitability.

**PROFESSIONAL WORK EXPERIENCE**

**EMZOR PHARMACUTICAL IND LIMITED**

**SENIOR SALES CONSULTANT MARCH 2012-JAN 2014**

Responsibilities include the following tasks:

§ Develop base for long-term sources of clients by using referrals, occupational, and special-interest groups to compile lists of prospects.

§ Approach potential clients by utilizing mailings and phone solicitation; making presentations to groups at company-sponsored gatherings; speaking publicly to community groups on the subject of financial well-being.

§ Determine clients' particular needs and financial situations by scheduling fact-finding appointments; determining extent of present coverage and investments; ascertaining long-term goals.

§ Develop a coordinated protection plan by calculating and quoting rates for immediate coverage action and long-term strategy implementation.

§ Obtain underwriting approval by completing application for coverage.

§ Complete coverage by delivering policy; planning future follow-up visits and evaluations of needs.

§ Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

§ Enhance insurance agency reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

§ Directly report to the sales manager and provide weekly, monthly, quarterly, and yearly reports to reflect departmental progress, profits and/or target areas for improvement.

**Human Resources Officer 2011-2012**

**Toliburion Nigeria Limited. Lagos State, Nigeria**

Managed the overall provision of Human Resources services, policies, and programs for the company. Fostered and maintained Human Resources practices and objectives that provided for an employee-oriented; high performance culture that emphasized empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce.

Responsibilities included:

§ Recruiting, staffing and organizational departmental planning;

§ Performance management and improvement systems;

§ Organization development;

§ Employment and compliance to regulatory concerns regarding employees;

§ Employee onboarding, development, needs assessment, and training;

§ Policy development and documentation;

§ Employee relations;

§ Company employee and community communication;

§ Compensation and benefits administration;

§ Employee safety, welfare, wellness and health;

**Marketing Consultant 2010-2011**

**Sparklight Estate (Real estate), Lagos, Nigeria**

Marketed company products to prospective clients and handled all aspects of customer service and communication methods via telephone and e-mail systems. Demonstrated outstanding organizational skills combined with a high level of creative energy in order to generate new business leads and followed up with current clients for referrals. Handled multiple projects simultaneously with equal competency in order to fulfill all job responsibilities. Viewed by clients as a knowledgeable, a reliable and resourceful person with a very positive attitude.

• Make presentations to clients and analyze the packages well to them.

• Demonstrate a trial run for the client and ensure that they subscribe with my company.

• Embark on road show to different countries,

• Appear very clean and smart before the client, to ensure a very comfortable presentation environment.

• Generate new leads and also get referrals from existing clients.

• Follow up with clients for payments, reload and upgrades.

• Create good relationship with new client and maintain old client,

Taking calls and follow up mails.

• Monitoring inflow and outflow of cash.

• Maintained knowledge of invitations.

• Coordinating other staffs in the day to day activities.

• Responsible for official and personal actives

EDUCATION : Madonna university, okija , Anambra State.

Nigeria; B.S.C IN Economics (2010)

LANGUAGE FLUENCY: English, Igbo

COMPUTER SKILLS: Microsoft Word, Excel, and Power Point

PERSONAL DETAILS: NATIONALITY: Nigerian

MARITAL STATUS: Single DATE OF BIRTH: 21 January, 1987