** OLUWAKEMI**

**Nationality: Nigeria**

**Language: Fluent English**

**Email:-** [oluwakemi.302843@2freemail.com](mailto:oluwakemi.302843@2freemail.com)

Dynamic highly motivated sales representative, front office executive and secretarial studies with 7 years of administrative experience and a track record of providing exemplary and customer support in busy and fast placed environment. Excellent, interpersonal, organizational and time management skills. Solid problem resolution with a great ability to take initiative and arm for proper solutions. Flexible, dedicated and hard-

workingwith the strive to succeed personally and professionally.

Professional Skills:

* Customer care
* Office supply an inventory handling
* Filling and bookkeeping support
* Receipt and dispatch of courier package
* Phone, fax, and mail handling
* Vendor coordination
* Point of sales systems handling
* Appointment scheduling and meeting room handling
* New staff training and orientation
* Research and maintenance monitoring
* Microsoft office, Word and Excel

Work Experience:

July 2015-Septembr 2017 Sales Agent

Trust fund Insurance – Abuja Nigeria

* + - Expand market penetration by building effective customer relation
    - Create and execute appropriate marketing plans in order to solicit business.
    - Service both existing and prospective accounts.
    - Perform pre3sentations and demonstrations of products.
    - Make telephone calls to prospective customers in order to provide product information.
    - Develop effective proposals and quotations.
    - Coordinate sales efforts by maintaining liaison with different departments.
    - Provide support in soliciting customer's records in databases.
    - Assisted in monitoring competitor activity and conducting market research.
    - Recorded customers' orders and carrying out market campaigns.

May 2010-April 2015 SECRETARY

Nigeria Legislative office, National Assembly Complex Abuja, Nigeria

Educational Background:-

Olabisi Onabanjo University, Ago-Iwoye, Ogun State Nigeria. (Bachelor Degree in Business Education- 2008Graduation year)

Reference: Available on Requests.