CURRICULUM VITAE

Angely

**Email :** [**angely.369265@2freemail.com**](mailto:angely.369265@2freemail.com)

**POSITION APPLIED: SALES AGENT**

**CAREER OBJECTIVES:**

To contribute in growth and profitability of the organization by providing efficiency to all internal and external customer and to ensure smooth and uninterrupted functioning of work by ensuring availability of right quality of sales and services at the right time at optimum cost.

**PROFESSIONAL PROFILE:**

* A Reliable, adaptable and loyal person who posses excellent communication and personal skills.
* A self motivated person with enormous energy and determination
* Attentive and details enthusiasm, strong determination with positive perception.
* A sales man to the core, always selling to customer needs and by the books.

**EDUCATION:**

* Primary School Completed
* High Secondary School Completed
* Basic Computer Knowledge (MS Office, Typing, Browsing)
* Higher National Diploma In Public Administration
* Proficiency in Management Course In National Institute of Management (Chartered)

**WORK EXPERIENCES:**

* 02 Years working as a **Field Service Agent At MTN Communication Company**
* **01 Year Teaching English in Ola International Nigeria As A Core Member**
* **02 Years Working as a Financial Advisor(sales agent) At Old Mutual Nigeria Insurance**

**RESPONSIBILITY:**

* Performs any combination of administrative duties and sales with effective and efficient utilization of material resources, financial resources and human resources.
* Planning, organizing, coordinating, controlling and communicating to achieve organizational

goals.

* To perform my primary assignment in sales and making sure I meet target while selling right
* Discharge all duties without questioning given to me by superiors.
* Encourage my team members to work together for maximum results.
* Attend to customers and clients with customer service and friendly qualities so as to increase output.
* To do daily the basic duties that my primary job entails plus other necessities.
* Participate in meetings and trainings as required by the organization.
* Represent the organization in internal and external presentations to achieve goals.
* Innovate ways to make job easier, faster and effective with less resources by being a good leader

**SKILLS:**

* Able to work in any shift with co-workers.
* Strong ability to handle the work pressure.
* Excellent organizational and planning skills.
* Ability to work well in a team. Hardworking.
* Excellent in presentation skills and management.

**PERSONAL INFORMATION:**

* **Nationality :** Nigerian
* **Gender :** Male
* **Religion :** Christian
* **Date of Birth :** 08 MARCH, 1989
* **Marital Status :** Single
* **Date of Issue :** 03 May 2016
* **Date of Expiry :** 02 May 2021
* **Visa Status :** Visit Visa

**LANGUAGES SKILL:**

* Proficient In English

**DECLARATION:**

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

Angely