**CURRICULUM VITAE**

**IDENTIFICATION**



|  |  |
| --- | --- |
| **NAME** | **: GODWIN**  |
| **CIVIL STATUS** | **: SINGLE** |
| **VISA STATU** | **: RESIDENCE VISA** |
| **NATIONALITY** | **: NIGERIAN** |
| **e-mail** | **:** **godwin-397704@gulfjobseeker.com** |
|  |  |  |  |
| **PROFESSION** | **: SALES & MARKETING EXECUTIVE** |

**PERSONAL SUMMARY**

I am a graduate from the Lagos State University with a bachelors’ degree in Computer Engineering. I also completed an intensive training course in sales/ marketing and computer training. I have two years working experience in Sales and Customer service in CY INCORPORATED LOGISTIC INTELLIGENCE, LAGOS, thereby selling products, managing and handling inbound calls as well as outbound calls, maintaining a positive empathetic and professional attitude towards customers at all times.. I also have one year Sales and Marketing experience (one- year respectively) in LAGOS, As an enthusiastic and dedicated marketer cum sales executive, I consider myself as a very active, unique and passionate person and this would inspire me to make a significant impact with your company

**CAREER PROFILE**

**FROM JUN 2014-NOV 2016: SALES EXECUTIVE AT CY INCORPORATED LOGISTIC INTELLIGENCE**

***DUTIES AND RESPONSIBILITIES.***

* Accountable for building and delivering sales consistency volume and profit growth.
* Ensured appropriate business plans with strategies that are aligned to the company’s with quarterly financial evaluations
* Building and having an excellent overview of business opportunities and up-to-date with the latest industry trends as well as the ever competing market
* Answer phone calls and reply e-mails
* Indoor, Outdoor and Online marketing and sales

**JAN. 2017– JUN. 2018: SALES / CUSTOMER SERVICE**

**DUTIES AND RESPONSIBILITIES:**

* Handling inbound calls as well as outbound calls, maintaining a positive empathetic and professional attitude toward customers at all times
* Interact with diverse customer base in person, online, sending or replying of email and by telephone contact
* Responding promptly to customer inquiries and proffering solutions to their various needs
* Keeping records of customer interactions, transactions, comments and complaints.
* Providing feedback on the efficiency of the customer service process
* Recommend service and product options to meet customer needs
* Ensure customer satisfaction and provide professional customer support

**PROFESSIONAL TRAINING**

* **SEPT 2010 - 0CT 2014 > Bachelors’ Degree {B.SC**} Lagos State UniversityNigeria
* **JUNE 2008> Diploma d Etude** de Ecole Francaise Universite de BamakoMali.
* **FEB 2007 – AUG 2004 > Basic computer software** (MS Word, excel, publisher,

internet, scanner/digital camera/telephone and fax technology, Photoshop, typing

* tutor, photocopy and filing) Ecole de Computer Bamako Mali.

**SEPT 2006> Senior School Certificate Examination {SSCE}** IN Government CollegeAfikpo, Ebonyi State Nigeria

**OTHER SKILLS**

* Hardworking, goal oriented team player.
* Highly motivated with strong organizational skills.
* Enthusiastic, and resourceful
* With an excellent communication skills contribute to high level of efficiency and productivity
* Able to work in a fast-paced environment with speed and accuracy
* Great personal hygiene and grooming standard**s**
* A self-motivated and results-driven professional with a verifiable track record of achieving performance targets
* Ability to work effectively under time, pressure and for long and extended hours

**ACADEMIC PROFILE**

|  |  |  |
| --- | --- | --- |
| **PERIOD** | **INSTITUTION** | **CERTIFICATE/DIPLOMA** |
|  |  |  |
|  |  | BACHELOR’S DEGREE {B.SC} |
| OCT 2014 | LAGOS STATE UNIVERSITY | COMPUTER ENGINEERING. |
|  |  |  |
| SEPT 2010 | ENTRE LEVEL LAGOS STATE UNIVERSITY | COMPUTER ENGINEERING |
|  |  |  |
|  | JIAO TONG PUDONG UNIVERSITY |  |
| AUG 2009 | SHANGHAI | MAINTENANCE ENGINEERING |
|  |  |  |
| SEPT 2006 | GOVERNMENT COLLEGE AFIKPO | ORDINARY LEVEL CERTIFICATE |
|  | ECOLE FRANCAISE UNIVERSITY DE | FRENCH DIPLOMA |
| JUNE.2008 | BAMAKO MALI. |  |

I, Godwin, confirm that the above information is my curriculum vitae, written by me and from me.