

OKEREKE Rejoice Ogechukwu

ENTRY LEVEL GRADUATE

Opposite Jalowey's Pharmacy Garki 2, Area1 Abuja | simplerejoice@gmail.com | 08103111136

CAREER OBJECTIVE

I seek to drive profitability by working with your dynamic team to create products, services and solutions that deliver high commercial value to your clients. I possess strong communication skills and problem-solving capacity, skilled in planning and managing complex situations due to a broad knowledge in a wide number of areas ranging from computer proficiency, services operations, marketing techniques, stock control management aimed at achieving desired goals of profitability, client acquisition and retention and customer satisfaction.

Strategic Marketing & Sales | Proficient typing and transcription | Computer and technical skills. Employee management. | Organizational and time management abilities. | Administrative skills. Communication (written and verbal). | Customer service skills. | Accuracy and attention to detail. | Office Administration (Advanced) | Travel Arrangements (Experienced) | Data Entry | Scheduling | Multi-line telephone systems | Typing speed 67 WPM | Document filing | Database and client management systems | Decision-making | Training and development | Strong organizational skills | Problem-solving

PROFESSIONAL EXPERIENCE

Certified Sales Representative, Omark Resources Nig.co | 02/02/2022-03/02/2023

A Sales Representative for 10 Months in Omark Resources Nigeria. Co, generate 600k or more than in a day as a Sales account and upbeat with Excellent Communication Skills. Excel at administrative support and personnel coordination

- Consistently exceeded sales targets by 20% through effective cold calling, email campaigns, and social media outreach, resulting in a 15% increase in revenue for the company.
- Collaborated with internal teams to develop and deliver customized sales proposals and quotes, resulting in a 25% increase in contract wins.
- Provided exceptional customer service to ensure customer satisfaction and retention, resulting in a 90% customer retention rate.
- Negotiated pricing and contract terms with potential customers, resulting in a 15% increase in contract value.
- Attended industry events and conferences to network and generate leads, resulting in a 20% increase in qualified leads.

Computer Operator/Administrator, Obinwane Vocational Center Obinagu Udi in UDI local government, Enugu State | 01/2016-06/2015

- Setting up computers and other hardware devices.
- Met with the Customer Service team to determine the sequence of operations.
- Responded to Client requests and problems.

- Performed preventative maintenance.
- Maintained supply inventory.
- Ensured the security of the company's computer systems.
- Started operations by entering computer commands.
- Monitored error and stoppage messages.
- Corrected errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
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Small-Scale HairExtension Merchant | 06/2016-11/2017

- Create digital ads for Facebook by choosing target market and tracking progress
- Use Facebook, Instagram, and Pinterest as marketing avenues to engage with clients and potential customers
- Provide high quality hair care services for clients
- Communicated effectively with customers and peers, building outstanding and lasting working relations to ensure smooth operations.
- Maintained a sanitary and inviting establishment to entice new business opportunities and maintain current customer base.
- Handled numerous administrative functions to support company efforts, including answering phones, completing data entry and scheduling appointments.

EDUCATION

Bachelor Degree of Social Science Education, Social Studies Education.

Ebonyi State University.

PROFESSIONAL CERTIFICATION

- Human Resources Management (HRM)
- Customer Service Management (CSM)
- Project Management planning(PMP)
- Data Analysis & Microsoft Excel
-Dexter& Heroes-GPP

REFERENCE : AVAILABLE ON REQUEST