**NWAGU BENITA ONYINYECHI**
#10 Love Estate, Rumudara Port Harcourt, Rivers State

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**BIO DATA**

Gender: Female

Marital Status: Single

**CAREER Objective**

To obtain a position in a well-structured organization where I can maximize my Marketing strategies, Administrative and organizational skills and to create integrated strategies to develop and expand the organization goal. I have a methodological way of seeing task through completion.

**PERSONAL STRENGTH AND SKILLS.**

* Adept at determining business needs, growth and helping clients maximize outreach.
* Reliable team player and adapt Fast in a fast-paced environment.
* Good interpersonal/verbal communication skills; ability to effectively present information.
* Proficient in the use of MS Suite and Internet applications.
* Ability to work well in a multi-cultural environment.
* Effectiveness in maintaining a competitive edge in job performance.
* Ability to pay attention to details.

**(B.Tech, Information Management Technology)** 2018

Federal University of Technology Owerri (FUTO), Imo State

**Senior secondary School Certificate (SSCE)** 2012

Federal Government Girls’ college Owerri, Imo State

**Employment history:**

**Stallion Technologies Limited (Remote)** June 2023- Till Date

 (**Freelance Reservation and Contract Hire Services**)

Database Admin Specialist

**Job Description:**

* Managing database access and permissions
* Reviewing and managing database security and integrity processes.
* Making Requested Changes, Updates and modification of data.
* Entering and Updating customer information into relevant database within time limits.
* Designing and implementing databases in accordance to end users information needs and views.
* Assist with special Projects that require large amounts of Data Entry.
* Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.

**Zigamu Services, Owerri, Imo state** July 2021-June 2023

 (Cab Hailing, Leasing, Hiring and Delivery Services)

Front Desk/Admin

**Job Description:**

* In-charge and oversees all administrative functions and back end support
* On boarding and KYC Documentation of new riders.
* Attending to customers’ queries, inquires and helping to resolve them.
* Contacting Drivers to establish rapport and arrange and organize seminars/webinars meetings with the management.
* Researching organizations and individuals to find new opportunities within and outside the state.
* Attending conferences, meetings, and industry events on behalf of the company.
* Developing quotes and proposals for clients and partners.

**Century 21 Freedom group, Owerri, Imo State** April 2020-May 2021

Marketing consultant

**Job Description**

* Built a network of contacts within an industry or community by initiating contact with potential client and establishing relationship over time
* Use social media platforms to maximize target audience reach.
* Provide customer service to clients by answering questions about products or services provided by the company.
* Train old and new partners on how to sell products and services effectively while maintaining relationships to ensure they will continue to work with the company in the future.
* Plan and organize seminars/webinars.

**National Youth Service Corps(NYSC)** Feb 2019 –March 2020

Bakes Hives, Lekki, Lagos state

Sales Consultant

* Act as connection between consumer and manufacturers.
* Meet with consumers in sales environment to drive product sales,and ensure the sales team is up to date with targets.
* Follow up with client to make sure they are satisfied with the product.

**REFEREE(S)**

Available on request

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