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

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+2348101262539, +2348156460488

**BIO DATA**

Gender: Female

Marital Status: Single

Date Of Birth 02 January 1996

**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 existing blue print.

**PERSONAL STRENGTH AND SKILLS.**

* Adept at determining business needs, growth and helping clients maximize outreach.
* Proactive problem solver, team building, and exceptional customer service skills as well as ability to manage multiple tasks and assignment
* Proficient in working/supporting Executive Management with precision.
* Reliable team lead, player and Fast learner.
* Good interpersonal/verbal communication skills; ability to effectively present information.
* Proficient in the use of Ms Suite applications and Internet oriented.
* Ability to work well in a multi-cultural environment.
* Effectiveness in maintaining a competitive edge in job performance. Ability to install & configure computer hardware operating systems and applications with strong knowledge of troubleshooting system and network problems, diagnosing and solving hard ware or software faults, and effective monitoring and maintaining networks.
* Good command of computer skills such as Microsoft Office Suite with the ability to become familiar with firm-specific programs and software and internet oriented.
* Ability to set up new user accounts and profiles and deal with password issues as well as manage Downtime on the network and provide adequate support for Applications.

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

Federal university of Technology

Second Class lower Division

 **Senior secondary School Certificate (SSCE)** 2013

Anara community secondary school Owerri, Imo State

**Employment history:**

**Zigamu Services, Owerri, Imo state** July 2021-till date

 (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, inquiries 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.
* Brand Marketing

**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 developing a working relationship with them 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.
* Preparing and delivering pitches and presentations to potential new clients.
* Ensuring excellent customer service through regular client follow up.
* 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.
* Attend industry function, events and conferences; providing feedback and information on current market/creative trends.

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

Bakes Hives, Lekki, Lagos state

Sales Consultant

**Job Description**

* Act as connection between consumer and manufacturers.
* Meet with consumers in sales environment to drive product sales.
* Ensure the sales team is up to date with targets.
* Follow up with client to make sure they are satisfied with the product.
* Answer questions a customer might have about a product;

**Hobbies**

Reading, Surfing the Net and cooking

**REFEREE(S)**

Available on request

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