Professional summary

Skills

Experience

RAHMAT OREMEYI ALIU

4, Oremeji Street, Mangoro-Onipetesi, Ikeja, Lagos State (H) 08030428363 aliurammy@yahoo.com

Energetic and trainable professional seeking an opportunity to deliver quality service in any sphere of business related to customer service, advocacy or client relationship while contributing to organisational goals diligently

Clerical Trainability

Persuasion Coordination & Monitoring

Active listening Time management

Service orientation Judgment and decision making

Customer and personal service Administration and management Client Relationship Personnel 05/2017 to Current

Gluta C Cosmetics – 212/214 Herbert Macaulay Way, Yaba Create, maintain and enter information into databases. Greet visitors or callers and handle their inquiries, or direct them to the appropriate people according to their requirements.

Answer telephones and provide callers with information, take messages or transfer calls to the appropriate individuals.

Set up and manage documents, such as attendance records, correspondence or other material.

Negotiate prices or terms of sales or service agreements. Prepare sales contracts for orders obtained, and submit orders for processing. Attend sales and trade meetings, and read related publications in order to obtain information about market conditions, business trends, and industry developments. Contact new and existing customers to discuss their requirements, and to explain how these requirements could be met by specific products and services. Teacher 01/2017 to 04/2017

Magnificient Group of Schools – Auchi, Edo State

Evaluate and mark students' class work, assignments and papers. Maintain student attendance records, marking and other required records. Maintain regularly scheduled office hours to advise and assist students. Compile, administer and mark examinations, or assign the work to others. Accomplishments

Education

References

Interests

Teacher/Instructor 09/2016 to 12/2016

Victory Academy – Igarra, Edo State

Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Prepare material and classrooms for class activities. Observe and evaluate students' performance, behaviour, social development and physical health.

Assign and mark class work and homework.

Instruct students individually and in groups using various teaching methods, such as lectures, discussions and demonstrations.

Very proficient in the use of various computer software as well as hard wares. National Diploma (ND): Nov 2014

Auchi Polytechnic - Auchi, Edo State

Senior School Certificate Examination (SSCE): May 2008 Supreme International College - Igarra, Edo State

First School Leaving Certificate (FSLC): Jul 2002

Iretutu Primary School - Igarra, Edo State

Bachelor of Science:

University of Lagos - Lagos

Economics (B.Sc) (In View)

Available upon request

Presentation, Excellent Service and Travelling