**OBICHA FULERAT**

N0. 9 Balogun Street Abulegba Lagos| 08135717287,08135717287| fulerat@yahoo,com, [fulerat@gmail.com](mailto:fulerat@gmail.com)

**BIO-DATA**

Date of Birth: 11th March, 1989

State of Origin: Kogi

Local Government of Origin: Dekina

Marital Status: Single

Sex: Female

Nationality: Nigerian

**Professional Summary**

To be among a team of highly skilled professionals who work hyper-smart to ensure continuity in an organization and to contribute positively in the area of innovation and creativity towards achieving the goals and objectives of the organization.

**Work History**

|  |  |
| --- | --- |
| **NYSC** | **2009-2010** |
| National Commission for Colleges of education | Garki Abuja Nigeria |
| **Duties** |  |

* Customer care service/Admin Officer

|  |  |
| --- | --- |
| **Waila Micro finance** | **June 2010 – Dec 2010** |
| **Position:** Loan Officer | Maraba Abuja Nasarawa State Nigeria |
| **Duties** |  |

* Assessing and evaluating customers before approval of loan
* Disbursing and recovery of funds

**Hamaz Communication** **Jan 2011- Sept 2012**

**Position:** Customer care and sales Representatives

Bauchi State Nigeria

**Duties**

* Worked directly with the Sales Marketing Team
* Performed initial client assessment and analysis to begin research process
* Analyzed departmental documents for appropriate distribution and filling.
* Arrangements of staff salaries
* Providing bank statements and cheque stub, invoice and receipt for proper Audit

**MTN NG /Premium first Yisab** **Sept 2012 Till date**

No.541 Makir Dzakpe way MTN connet Gboko

**Position:** Customer care and sales Representatives

**Duties**

* Provision of service to customers before, during & after purchase
* Receiving and attending to queries
* To sell, cross sell and up sell products
* Preparing Staff salaries
* Preparing all company transactions for Audit
* Registering of VAT and TAX

**Education**

**Post-Graduate Diploma 2015 - 2016**

Post Graduate Diploma in Security Studies University of Mkar, Benue State

**Bachelor of Science Sociology** **2004 - 2008**

Kogi State Univsersity Ayingba Ayingba – Kogi State

**Senior School Certificate Examination (S.S.C.E)** **1998 - 2003**

Dekina Divisional Secondary School Dekina Kogi State Nigeria

**First School Leaving Certificate (FSLC)** **1992 - 1997**

Anglican Primary School Dekina Dekina Kogi State Nigeria

**Skills**

* Adequate knowledge of Customer care relationship, sales & a strong product knowledge
* Ability to sell, cross sell and up sell products and services
* Strong inter-relationship skills and ability to work with adverse Team
* Positive attitude to duty and ability to with-stand pressure
* QuickBooks accounting package
* Creative ability to problem-solving skills
* Understands business techniques, theory and practice
* Advanced IT skills (Microsoft excel and Peach tree)
* Microsoft Word (Ms-Word)

**Referees**

* Hauwa Obicha

No.124 G Ojuwo Dekina

Kogi state

08068377696, 08075615141

* Ishat Obaje

Head Mistress

Anglican Primary School, Dekina

Kogi state

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