**chinonso obasi godwin**

16 Ajofoyinbo Street Lagos-Ibadan Express Road, Sanyo Ibadan, Oyo State. • +2349064170013 • obasichinonso1148@gmail.com

**Career summary**

***Customer Sales Representative*** • ***Marketer*** • ***Design & Architecture*** • ***Planner*** • ***Educator***

* **Computer-savvy urban & regional planner** relied on by executives and cross-functional teams as a problem-solver and provider of multifaceted administrative support. Proven facilitator of smooth operations, successful project deliverables and exemplary service levels for corporate and nonprofit employers.
* **Certified Microsoft Office Specialist** repeatedly recognized for communication strengths, business acumen, process-improvement contributions and diplomatic handling of sensitive matters.

**Expertise**

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| --- | --- | --- |
| ***Office, Team & Customer Support:***   * Administrative Support * Front- & Back-Office Management * Client Relations & Communications * Customer Happiness | ***Computer Skills:***   * Excel, Word, PPT, Access, Outlook * AutoCAD * QuickBooks * SPSS | ***Clerical Skills****:*   * Data Entry (75 WPM) * Filing & Records Management * Travel, Meeting & Event Coordination * Reports & Presentations |

**Work Experience**

**Educator (Geography)** • Olivet Baptist high school ( Oyo State) • ***NYSC.*  2016 - 2021**

• To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority.

• Planning and preparing and delivering lessons to all the students in the class.

• Assigning work, correcting and marking work carried out by my students.

• Assessing, recording and reporting on development, progress, attainment and behavior of students.

• Communicating, consulting and co-operating with other member of the school staff, including having posts of special responsibility and parent/ guardians to ensure the best interest of students.

• Maintaining good order and discipline amongst students under one’s care and safeguardng their health and safety always..

**Architectural Designer**  • Home for all consults (Akure, Ondo State). **2015**

* Responsible for the design of building plans.
* Development of buildings plans and designing site for client who are willing to own a lovely home.
* Visiting of site for proper supervision of the laborers and ensuring good team work for the purpose of the project.
* Provide project management support for projects under development.
* Engaging in feasibility study, to ensure customer satisfaction.

**SOFTWARE ENG**  • MTN communication IN’T (Akure, Ondo State). **2009 – 2011**

* I ensure that customers patronize the product up for sale, while keeping a good customer relationship.
* Undertake market research on identified business concepts and project mandates processes in line with the marketing strategy of the company.
* Develop proposals on business solution to be offered to customers
* Suggest new unique e-business solutions for specific sectors of the economy in line with the marketing strategy of the company.
* Liaise with IT Department and the clients on all projects under development.

**Customer Care Representative**  • visafone communication limited (Ondo State) **2009 – 2011**

* Make outbound calls to customers and receive inbound calls.
* Providing support to customers inquiring about the company’s products and services.
* Promptly directing complaints to the appropriate department while following up to ensure they are resolved immediately.
* Periodically preparing reports by collating and analysing information provided by customers.
* Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures.
* Updates job knowledge by studying new product descriptions; participating in educational opportunities

**Education & Certification**

**Bachelor of Technology (B.Tech) in Urban & Regional Planning** • **Federal University of Technology (Akure)**

**(Second Class Upper Division) 2011 – 2016**

**West African Examination Council (W.A.E.C)** • **Oyemekun Grammar School, (Akure, Ondo State) 2003 –2008**

**First School Leaving Certificate (F.S.L.C)** • **Futa Primary School (Akure, Ondo State)** •  **1998 – 2003**

**Profile details**

**Date of Birth – 05/05/1990** • **State of Origin –** Imo State• **Sex –** Male• **Status** – Single • **Hobbies** –

Reading, Online Research, Networking, Problem Solving.

**Referee**

**Provided on Request**