
EHICHOYA KELVIN ILERU

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PERSONAL DATA

STATE OF ORIGIN	EDO
SEX	MALE
MARITAL STATUS	SINGLE

CAREER OBJECTIVE

To strive hard for excellence and precision at all times, in all positions and circumstances and attaining professional distinction and proficiency.

EDUCATIONAL QUALIFICATION WITH DATE:

- The Polytechnic, Ibadan(HND). 2013-2015
Public Administration (upper).
- The Polytechnic, Ibadan (ND). 2010-2012
Local Government studies.
- Celestial High School, Oke Ado, Ibadan. 2002-2008

WORKING EXPERIENCE

Year: 2006-2015
Company: Gredys' Barbing saloon
Position: Operational Manager
Job Description: Supervisory duties

Year: 2012-2013
Company: Staco Insurances plc(Industrial Training)
Position: (Account/Credit Control)
Job Description: Maintaining a filing system and keeping important and other necessary documents readily accessible when required.
Ensuring timely payment of commission to the marketer and brokers.

Ensuring timely deposition of money to the bank.

Assist in insuring receipt to the client.

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Making sure daily transactions are properly recorded and saved into the computer system for proper retrieval

Executing other official duties assigned by the branch manager.
Proper monitoring of credit control and printing of brokers record on weekly basis

Year: 2015-2016
Company: Staco Insurances plc(Industrial Training)
Position: Underwriting Officer (Underwriting Department)
Job Description: Assist in risk assessment (pre & post loss)
Assist in issuing cover note to clients
Assist in maintaining proper underwriting records
Assist in claim handling
Assist in preparing policy documents

Year: 2016-2017
Company: Community Secondary School Ubang Cross River State(NYSC).
Position: Teacher
Job Description: Teaching of Governments, Social Studies and Civil Education.
Carry out other activities as assigned by the school authority
Carry out all the sport activities of the school.
Sanitizing the communities on environmental pollutions.

PROFESSIONAL CERTIFICATIONS

- Nigeria Institute of Management {NIM}
- Proficiency in Management (NIM)
- Red cross of Nigeria Training Certificate

SPECIAL SKILLS/ATTRIBUTES

Excellent interpersonal skills.
Administrative skills
Motivational skills
Team Player
Willingness to work hard to succeed
Proficiency in Microsoft word, Excel.

HOBBIES

Reading, Writing and barbing.

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LANGUAGE

English, Yoruba, Edo, Esan.

REFEREES

Deacon Talabi,

Glorious Insurance Brokers,
Standard Alliance Ins.Plc Building,
Bolumole, Ring Road,
Ibadan Oyo state.
08053084456.

Mr Yemi Adebayo,

Head Techincal,
Staco Insurance plc,
49, Rind Road,
Ajeigbe,
Ibadan Oyo State.
07030709434

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