

PHILIPS IFEOMA JENNIFER

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PROFILE

To Contribute effectively to the development of an organization through the provision of excellent services and total loyalty to my superiors, in harmony with my colleagues as an oriented team to render services in line with the organizational objectives. I can efficiently work under customer care, marketing, international business or any related category.

EDUCATION

OND/HND in Business Admin and Management

2016-2021

Institute of Management and Technology (IMT), Enugu State

SKILLS

- Public Relations
- Conflict Resolution Professional Advertiser
- Team Building and Leadership
- Problem solving and Innovation
- Ability to work under pressure and a strong attention to details
- Microsoft office suit
- Excellent organizational and multitasking abilities.
- Proficient in and Google Workspace.

WORK EXPERIENCE

Blue Arrow Insurance Brokers Ltd

Sept 2023-Present

FCT, Abuja.

Post held: Compliance officer

- Administrative work, File handlings
- Insurance Bidding and Marketing
- Oversee office supply, vendor relation and office policies.
- Maintained confidentiality and managed sensitive documents.
- Assist with projects, conduct researches and compile data

Access Bank Nigeria.

Apr 2022-July 2023

Enugu State

Post held: Customer care officer.

- Actively participated in official phone call conversations
- Providing support to various kinds of customer complaints
- Opening of Accounts and meeting Targets
- Advertising company's product

Exclusive Logistics

Feb 2021-Mar 2023

Enugu state

Post held: Customer care representative

- Advertising and handling of Company's social media
- Customer care

Umuchinemerem Micro Finance bank

Mar 2019-Mar 2020

Enugu state

Post held: Marketer

- Social media marketing
- Advertising
- Collecting payment
- Facilitate return transactions
- Answer customer questions and resolve customer service issues.

Certification

- International B2B Marketing
- Opportunity Management in Salesforce
- Cold calling mastery
- Retail assistant
- Professional salesperson
- Project Management
- Human Resources
- Annual Ethics & Compliance Certification program
- Introduction to accident management
- Anaphylaxis management
- Sales Management
- Retail Assistant

REFERENCES

Will be available on request.