

Precious Duru

Lagos

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07038100081

Willing to relocate: Anywhere

Work Experience

Sales Executive

Elizade Autoland JAC Motors - Lagos

April 2021 to Present

- meeting with clients virtually or during sales visits
- demonstrating and presenting products
- establishing new business
- maintaining accurate records
- attending trade exhibitions, conferences and meetings
- reviewing sales performance
- negotiating contracts and packages
- working towards monthly or annual targets.

Business Development Manager

Wisdom hill ventures - Delta state

August 2020 to December 2020

Job Description:

- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry event.
- Developing goals for the development team and business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.

Administrative Assistant (NYSC)

S.H.J.A Ifite-Ogwari

May 2019 to March 2020

Job Description:

- Set up seminars and sensitizations of both students and staffs.
- Middle-man for both students and staffs.
- Engaging the students in their Inter-house sports training and getting the required equipment.
- Setup Excursions and football competitions in the local government.

Mathematics and Physics teacher

S.H.J.A Ifite-Ogwari

May 2019 to March 2020

Job Description:

- Taught the junior and senior classes in mathematics.
- Taught the senior classes in physics.
- Performed some physics practical with the students.

IT intern

Computata International (Nigeria) Limited

August 2018 to February 2019

Job Description:

- Support the IT team in maintaining software applications and Database.
- Assist with the backup and upgrading of system software.
- Assist with the troubleshooting issues and providing technical support.
- Took detailed write up about how a client wants his/her application to be working.

Student Intern

Syndicated Metal Industry (SMI)

July 2016 to December 2016

Job Description:

- Fabrication of Aluminum, Hinge Doors, Sliding Doors and Swing Doors.
- Sorting of Aluminum profiles, Wall Claddings and Wall partitioning.
- Cutting of Glass, Sun breakers, Windows and Window nets
- Coupling and Installation of Aluminum Doors and Windows on Site.

Distributor

Guarapad Charities Health Center

June 2014 to September 2014

Job Description:

- Inspect all products and reporting any problems promptly.
- Collecting and transporting products to the desired location.
- Attending training sessions and liaising with suppliers to maintain product level.
- Setting up attractive display of products and having positive engagements with clients.

Assistant Technician

Chimex System Technology Investment

September 2013 to January 2014

Job Description:

- Installing and Configuring hardware and software components to ensure usability.
- Upgrading the system with the compatible software.
- Installing and upgrading the anti-virus software to ensure security at the user level.
- Troubleshooting hardware and software issues.
- Repairing and replacing damaged hardware.
- Managing technical documentations of hardware and software materials.
- Established good relationship with my colleagues and customers.

Education

Bachelor in Metallurgical and Materials Engineering in Metallurgical and Materials Engineering

University of Lagos

2012 to 2017

Secondary School Certificate in W.A.E.C

Hopebay College

2006 to 2012

Leaving Certificate

Handmade Int'l Catholic School

2000 to 2006

Skills

- Proficient use of Microsoft Office Suite (Microsoft Word, Microsoft Excel, and Microsoft PowerPoint).
- Ability to learn and adapt quickly.
- A good understanding of teamwork with a passion for responsibility and excellence.
- Good inter-personal and dynamic relation, high self-motivation, goal driven and result oriented.
- Customer focus, fast learner, entrepreneurial thinking.
- Proactively and self-motivation.
- Basic C# knowledge.
- Web developer.