

OKAFOR, NNAMDI NELSON

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A result-oriented graduate, seeking a motivating career with a progressive organization that provides an opportunity to leverage on my wide skill set to work with existing staff and facilities, contributing the best of my abilities and quota, so as to improve organizational objectives and to achieve managerial goals and targets.

Core Competencies:

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|-----------------------------------|------------------------------|
| ➤ Project Management | ➤ Content Writing |
| ➤ Leadership | ➤ Results Driven |
| ➤ Integrity | ➤ Commitment to Excellence |
| ➤ Proficiency in Microsoft office | ➤ Great communication skills |

PROFESSIONAL EXPERIENCE

VSP BOTANICS – Ogba, Lagos

June 2020 – Present

Digital Marketer and Content writer

- Wrote engaging contents on client's social media pages to educate customers on various company's products
- Increased products awareness and boosted sales through captivating writeups.
- Created sales boosting ads on various platforms (Google ads, Facebook, Instagram).

VSP BOTANICS – Ogba, Lagos

May 2020 – Present

Customer Service Representative

- Drove business through providing excellent customer service and product and service knowledge as well as superior customer relationship building skills.
- Actively educated and advised customers about a broad range of client's products.
- Maintained and ensured accuracy of internal reports and records (daily sales, customer complaints and resolutions).

Sales Representative

- Assessed client needs based on current objectives, supply and demand, and seasonable variable.
- Exceeded sales goals by more than 15% in every month since being hired at the company.

OMOS INTERNATIONAL PRIVATE SCHOOL – Ketu, Lagos

Oct 2018 – Jul 2019

Class Teacher

- Impart up-to-date Chemistry knowledge senior secondary school students.
- Plan and deliver lessons that are in line with the national curriculum.
- Adapting lesson plans to suite student's strengths. This led to increase in marks of ALL students to above 50%.
- Evaluate students through tests and examinations, preparing them for external examinations.
- Explore and utilize teaching aids to increase engagement and reinforce learning objectives.

GENIUS ULTIMATE PREPARATORY SCHOOL - IKORODU

Sep2017 -- Jul2018

Administrator

- Set educational standards and goals, and help establish policies, procedures and programs to carry them out.
- Plan direct and monitor instructional methods and content of educational, vocational, or student activity programs.
- Recruit, hire, train and evaluate primary and supplemental staff, and recommend personnel actions for programs and services.
- Confer with parents and staff to discuss educational activities and policies, and student's behavioral or learning problems.

EDUCATION

B.Sc. Industrial Chemistry, University of Benin, Edo State, 2017

Senior Secondary School Certificate, Federal Government College, Nise, 2007

CERTIFICATION

- *Fundamentals of Digital Marketing Certification*
- *Professional Certificate in Project Management*
- *Professional Certificate in Human Resources Management*

- *Professional Certificate in Information Communication Technology*
 - *Professional Certificate in Customer Relationship Management*
 - *Award Certificate in Health and Safety Education 1&2*
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- Proficient with MS Office suites and a variety of computer applications.
- Highly developed technical, a

SKILLS

 cation skills.
- Able to work without supervision, as an individual, as well as in a team setting.
- Digital Marketing.
- Web Development (HTML, CSS and JavaScript).
- Fast learner.