

## Okolo, Tochukwu Moses

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### PROFESSIONAL SUMMARY

Results-oriented professional with a strong background in business administration, IT, and sales. Recognized for accelerating growth, streamlining operations, and contributing to effective financial and organizational restructuring. Possesses a rich analytical mind, excellent technical proficiency, and a collaborative spirit—dedicated to helping teams exceed their goals.

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### CORE COMPETENCIES

- **Technical Proficiency:** Excel , HTML, Python, JavaScript, Django, React JS, SQL, Tableau
- **IT Support & Administration:** Help Desk Support, Bug Fixing, Network Device Monitoring
- **Sales & Customer Relations:** Client engagement, lead generation, contract negotiation, market analysis
- **Business & Operational Efficiency:** Maintenance Organization, Development, Operational Efficiency
- **Research & Data Analysis:** Market trend analysis, corporate intelligence, data-driven decision making

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### PROFESSIONAL EXPERIENCE

#### Sales Representative

*Lizsun Petroleum Services Ltd* | August 2020 – June 2022

- **Customer Relationship Management:** Developed and maintained strong relationships with new and existing clients to drive sales growth.
- **Lead Generation & Prospecting:** Identified and pursued new business opportunities by researching market trends and engaging potential customers.
- **Sales Reporting & Analysis:** Prepared detailed sales reports and performance metrics, enabling data-driven decision-making and strategic planning.
- **Product Promotion & Negotiation:** Effectively promoted products and negotiated contracts, ensuring customer satisfaction and achieving sales targets.

#### IT Administrative Assistant

*Green Future Builder Initiative* | July 2022 – Present

- Developed and revised sustainability proposals and policies to align with regulatory and technical standards.
- Designed and delivered training and awareness presentations for internal teams.
- Analyzed corporate intelligence data to identify trends, enhancing decision-making processes.
- Managed and maintained a comprehensive database of donors.

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### EDUCATION & CERTIFICATION

**Bachelor of Science in Business Administration** - *University of Jos* — 2022

**Software Engineering** - *Code Campus International* — 2024

**Cisco Networking Certification** - *University of Jos Cisco Academy* — 2020