**Address;** House 31, Obi Okosi Street,

Works & Housing Estate Gwarimpa, Abuja

**Email:** alonsoeromosele@gmail.com

**Phone:** +2348148714259

**EROMOSELE JERRY**

**OBJECTIVE**

To invest my knowledge, experience and passion in the field of Business management and Customer Relations in IT driven environments that prioritize optimum human resource input while giving full expression to my innate analytical an presentation skills, as well as facing new challenges.

**PROFILE**

Motivated, Analytic, enthusiastic, energetic, and hardworking result oriented professional, Talented for quick mastering of technology, handling sensitive and confidential information, Always want to be part change, flexible and versatile- able to maintain a sense of humour under pressure, A diligent and creative young man, with the will to learn and acquire new skills count achievements through hard work.

**KEY SKILLS/PROFESSIONAL QUALIFICATIONS**

* Proficiency in Microsoft Office (Word, PowerPoint, Excel)
* Google Certified Data Analyst.
* Certified Meta Frontend Developer.
* Relational Databases, SQL, BigQuery, Google Sheets, Microsoft Excel,React.js,Word Processing Software.
* Unwavering commitments to client’s service, with the ability to build productive relationships, resolves complex issues and win client’s loyalty.
* Strategic relationship/ partnership- building skills- listen attentively, solve problems creatively, and use tact and diplomacy to find common ground and achieve win-win outcomes
* Skilled in the application of ICT solution and infrastructure to solve real business problems; ability to deliver value added business/ technology solution
* Ability to articulate technical concept to non-technical people

**PROJECTS**

* Personal Portfolio Website (<https://github.com/jeremiaheromosele>)
* Responsive Website using React.js (<https://github.com/jeremiaheromosele/Meta-capstone-project>)

**WORK EXPERIENCE**

September 2022 till date

Sale /inventory Analyst

JUMAB Inventment LTD

**Responsibilities:**

* In charge of inputting the sales data, and determining the profit analysis weekly/monthly.
* In charge of inventory checks and writing up inventory reports
* Overseeing the sales reports, in relation to inventory and delivery reports.

January 2018 till date

Administrative officer

Aminu&Sons Ltd/Axon martin

**Responsibilities:**

* Interacts with the company’s customers to provide them with information to address inquiries regarding products and services and help to resolve customer complaints
* Handles issues of direct payment
* Handles communications with clients on the property and negotiations

**Key Accomplishments:**

* Became the lead “go-to” person for new customers and particularly challenging debtors accounts
* Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.
* Handle customer’s inquiries, complaints, payment processing/ extension, attending to client’s service request. Clam angry and aggrieved customers, repair trust, locate resources for problem resolutions and design best-option solutions. Interface daily with customers and relate their complaints to management for prompt actions.

January 2017 to November 2017

Business Manager

CSG Furniture, Okpanam Road, Asaba, Delta State

**Responsibilities:**

* Interacts with the company’s customers to provide them with information to address inquiries regarding products and services and help to resolve customer complaints
* Handles issues of direct payment
* Handles minutes of meeting and customer drive
* Monitor Electronic data entry and supervises the sales team

**Key Accomplishments:**

* Became the lead “go-to” person for new customers and particularly challenging debtors accounts
* Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.
* Handle customer’s inquiries, complaints, payment processing/ extension, attending to client’s service request. Clam angry and aggrieved customers, repair trust, locate resources for problem resolutions and design best-option solutions. Interface daily with customers and relate their complaints to management for prompt actions.

**Ministry of commerce and industry Lokoja, Kogi State (NYSC)**

**June2015 - July2016.**

**Responsibilities:**

* Other responsibilities assigned by the permanent secretary.
* Assessment of documents
* Keeping records of filed documents
* Compilation of Briefing documents

**Secretary General NEMA/NYSC Community Development group,**

**Kogi (Lokoja) 2015 – 2016.**

**Responsibilities:**

* Taking minutes of meetings
* Other responsibilities assigned by the club head.
* Organizing sensitization programmes

**EDUCATION AND PROFESSIONAL TRANING/CERTIFICATIONS**

**2016- 2018 University of Abuja, (Maters in Financial Economics)**

**2014- BSC: Bachelor of Science (Upper Second Class) in ` Economics, Madonna University, Okija, Anambra State.**

**2010- SSCE: National Examination Council Senior Secondary School Certificate Examinations- Christ the King College (C.K.C)**

**Gwagwalada, Abuja.**

**2004- FSLC: First School Leaving Certificate St. Aloysius Primary School Area 3 Abuja.**

**PERSONAL DATA**

Date of Birth: 15th August 1995

Sex: ` Male

Marital Status: Single

State of Origin: Edo

Local Government Area: Esan Central

Nationality: Nigerian

**HOBBIES:** Reading, travelling, meeting people, and playing sports

**REFEREES**

**Aminu Eromosele** **Chris A. Wilson (MSc, ACA, OCP)**

Principal Admin officer Senior Account, Voice of Nigeria,

National Identity Management Commission Radio House Abuja

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