BALOGUN JIDE WILLIAMS

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PERSONAL DATA:

Sex: Male

Date of Birth: 27th October, 1982

Marital Status: Single

State of Origin: Kwara State

Nationality: Nigerian

OBJECTIVES:

To obtain a challenging position within an information system environment that will give me the opportunity to learn, train, grow and advance. More so, by impacting leadership skills toward ways of achieving goals

EDUCATIONAL QUALIFICATIONS:

* TTC Mobile 2013-2014

Advanced diploma in Telecommunication,

Ikeja, Lagos

Diploma In Telecommunication, 2012-2013

Ikeja, Lagos

* WaziriUmaru Federal Polytechnic, Birnin-Kebbi 2009-2011

Affiliated to Usman DanFodio University Sokoto,

School of Postgraduate Diploma,

PGD In Business Administration.

* Federal Polytechnic Offa

HND in Computer Science: (Lower Credit). 2004-2006

* Offa Grammar School Offa 1994-2000

West African Senior School Certificate (WASSCE)

* Adeola Model School 1991-1994

First School Leaving Certificate

WORK EXPERIENCE:

**Company Name: Johnson Nigeria Company 2014 – Date**

**Job Title: Sales Representative**

**Location: Warewa, Opposite YTK Filling Station, Ogun State.**

**CERTIFIED TRAINED ON HEAVY DUTY MACHINES, ARTICULATED TRUCKS & MAINTENANCE BY EXPERTS**

**SALES REPRESENTATIVE**

KEY RESPONSIBILITIES

* Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
* Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
* Maintains accurate records of all pricings, sales, and activity reports submitted by account executives.

**Company Name: First City Monument Bank (FCMB BANK) 2013 – 2014**

**Job Title: Direct Sales Agent, Business Banking Group (BBG)**

**Location: Opposite 7up, Motorways Lagos State.**

KEY RESPONSIBILITIES

* The direct sales agent is to be engaged primarily for the acquisitions of new customers.
* Always escalate customers complaints to your DSA sales manager or customer service unit.
* The direct sales agent should communicate any delays or rejections of the customer’s request to the customer immediately.
* Always follow the banks laid down anti-money laundering and CDD/KYC procedures.
* Direct sales agent shall always provide accurate product related information to all the banks customers.

**Company Name: WaveRider Services Limited 2012 - 2013**

**Job Title: Head, Client Services**

**Location: Km 14 Lekki Expressway, Agungi, Lagos State.**

KEY RESPONSIBILITIES

* Having an adequate knowledge and understanding of the processes and procedures of the company, and effectively communicating same to the clients should the need arise.
* Responsible for attending to walk-in clients, and ensuring that their needs are adequately met.
* Responsible for timely delivery of sales order to the truck at the clients site.
* Ensuring that customers/clients complaints and request are logged-in.
* Creating credits notes on every customer’s interaction which aids in monitoring history of customers transactions as well as serving as a tool in customer relationship i.e. Update call log.
* Responsible for processing clients cheques received by depositing into the Bank and keeping a schedule of this which must be forwarded to the operation unit.
* Ensuring proper follow up on the request/enquires of clients and liaising with other departments regarding clients request.
* Arrange for the dispatch of products to customers in terms of delivery to the site at every location.

**Company Name: Rockshield Micro-finance Bank. 2012 - 2013**

**Job Title: Head, Information Technology Dept.**

**Location: 398, Ikorodu Road, Ojota, Lagos**

KEY RESPONSIBILITIES

* Responsible for checking out server incase if the network is not available.
* Creating access for Managers from other branches to input their entries into the system.
* Responsible for giving out network to other system within the banking system.
* Ensuring that proper transaction took place between the both organisation.
* Responsible for proper documentation and filing of transaction involved between both organisations.
* Creating access for loans to Waverider Services Limited and also note all transaction.
* Responsible for arrangement of filing and documentation.

**Company Name: Prince and Princess Micro-Finance Bank 2008 - 2011**

**Job Title: Marketing Officer**

**Location: Ahmadu Bello way, Birnin-kebbi Kebbi State.**

KEY RESPONSIBILITIES

* Responsible for attending to all areas of documentation of customers’ accounts and provision of ancillary support in respect of its management.
* Ensuring the excellent and fantastic services are delivered at all times to clients by going the extra mile to ensure customer satisfaction.
* Logging in customer complaints and requests.

STRENGTHS:

1. Enthusiasm for work and self-confidence.
2. Proven ability to reach goals.
3. Analytical and intellectual ability.
4. Strong organizational and analytical skills.
5. Flexibility and ability to work as a team.

LANGUAGES SPOKEN: English, Yoruba and Hausa

HOBBIES: Reading, Working, Travelling and Music

REFERENCE:

Can be provided upon request.