



Elijah Ekah /29 years

Personal Data

Gender: Male
Date of birth: 18/10/1990(29)
Occupation: Employee / Official
Salary: 180,000
Nationality: Nigeria
Work permit: Nigeria
Willingness to relocate : Regular
Willingness to travel: Regular
Driver's license: No
Car owner: No

Contact details

Phone: +23408053632563
Email: elijahekah0710@gmail.com

Experience

Client Service Executive

at -(AIICO) American International Insurance Company Plc
August of 2017 - Currently (2 years 3 months)Lagos State
Set up and maintain a Clients and prospective clients Network
Prospect clients with both corporate savings plan (short term plan) and cash accumulation plan(long term plan).
Present offers of a single install mental payment of a minimum amount of 1M, Called Single premium
Develop strategies both cooperate and individual proposal in marketing company insurance policy .(CAP. Cash Accumulation Plan, CSP . Cooperate Saving Plan, Single Premium, Car Insurance and RSA. Retirement Saving Account
Multi-task when need arises to ensure the organization goals are achieved
Perform any other duty assigned to me by my superiors.

Executive Assistant

at EasyVisa Travel and Tour limited
March of 2015 - June of 2017 (2 years 3 months)Federal Capital Territory
Preform administrative duties like computing of clients registration details using Amadeus software and other channels provide full service-oriented professional reservations and ticketing service to all customers either travel,businesses through telephone calls or in person meeting in order to achieve optimal customer satisfaction
Makes and confirms reservations for passengers. Issue tickets quoting,Advise if changes in flight plan or to cancel passenger reservations
Record and process reservations made by phone/fax/e-mail;text messages and Answer inquires made by travel agencies or transportation firms, such as airlines.
Pay all utility bills and services bills (logistics, office management) supplied to the office through accounting department for satisfactory accountability and properly documented invoice

Voter's Card Registration Officer

at Independent National Electoral Commission
January of 2011 - June of 2013 (2 years 4 months)Benue State
Maintain appropriate filing system,for daily stationary register so that all , requirements and correspondence are filed properly and all station and equipment is recorded correctly. Other duties include:
Ensure that voter's biometrics is being capture in compliance with INEC regulatory.
Proper check for eligibility and information to eradicate fraudulent activities.
Collating of reports and sending within the time bound.
Report any suspected ineligible voter's biometrics to my supervisors against what is captured on the INEC database for avoidance of risk occurrences

Education

Strategic Business Management

at Harvard Extension School
2019 - Currently

Bachelor Degree (Second Class honour's)

at University of Agriculture Makurdi
2010 - 2015 (5 years)Benue State

Courses and certifications

Social Media Training in Digital Marketing

at Ionadek Inc
2019 - 2019Lagos State

Customer Relationship Management (CRM)

at Multisoft Virtual Academy
2019 - 2019Federal Capital Territory

Data Analytics

at Utiva Data School Yaba
2018 - 2018Lagos State

Languages

English **Conversation**

Skills and keywords

tactfulness. to speak as a representative working to interact in a harmonious way resourcefulness. to absorb local rules

About me

“ An experienced proactive, energetic and resulted oriented individual, with limitless motivation always focussed on achieving my goals, and also reliable with self-assured nature, building others confidence. I am gifted in being driven, determined, ambitious, credible, reliable and knowledgeable

