Amarachi Joy Ezeife B.Sc

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Professional Profile

A diligent and committed graduate, who excels when working in close collaboration with colleagues to achieve project aims, and who demonstrates an innate versatility and quality focus in all tasks.

A naturally analytical problem solver who manages a complex and demanding workload with confidence. Capable of assuming leadership responsibility within a team environment and of generating ideas for the improvement of established systems and structures. Keen to apply knowledge developed in academic, legal and commercial fields, and to continue on a path of continuous professional development. A multilingual individual who is skilled in research, data presentation, and the support of high level decision making.

BIO-DATA

Date of birth:	25th October, 1997
Gender:	Female
State of Origin:	Anambra
L.G.A:	Agwata
Nationality:	Nigerian

Core Skills

• Collaborative team work • Cross level communication • Customer service • Planning & organisation	•Innovative problem solving • Data handling & analysis • Dispute resolution • Leadership & supervision	• Time management & prioritisation • Independent decision making • Accuracy & attention to detail • Multilingual skills

Education & Qualifications

- **University of Mkar, Benue State.** **2016 to 2020**
  BSc: Sociology,
- **Federal Government Girls College Gboko** **2008 to 2014**
- **Fame International College Gboko** **2015**
  Senior Secondary School Certificate,
- **National Evangelical Mission Nur./Pri. Sch.** **2008**
  First School Leaving Certificate

KVC **Electronics** **2024-2026**

Sales Rep.

- **Customer Prospecting**: Identify and reach out to potential clients (industries, contractors, businesses).
- **Product Promotion** :Present and explain KVC Electronics' products (automation systems, cables, lighting, safety equipment, etc.).
- **Client Relationship Management:**Build and maintain strong relationships with new and existing customers.

- **Needs Assessment**: Understand customer requirements and recommend suitable solutions.
- **Sales Negotiation & Closing**: Negotiate prices, terms, and close deals effectively.
- **Order Processing**: Handle customer orders, quotations, and follow-ups.
- **Market Research:** Monitor competitors and industry trends.
- **Technical Support (Basic)** :Provide basic product knowledge and guidance to customers.
- **Sales Reporting** : Track sales performance and prepare regular reports.

After-Sales Service :Ensure customer satisfaction and handle complaints or issues.

Fame International College Lokoja Kogi State (NYSC) **2022 to 2023**

Class Teacher

P.O Ezeife Enterprises Sep 2017 – Nov 2018

Factory

Warehouse Operative

Roles /Responsibilities

- Undertook this short term contract with responsibility for taking receipt of incoming goods, verifying the correct content of deliveries received, and then moving and storing stock appropriately.
- Updated electronic and manual records with accurate information and re-stocked shelves when required.
- Worked collaboratively as part of a productive team to achieve the required standards of timely accuracy.

Career Summary

Dec 2016 – Feb 2017 Cafe

Barista

Roles/Responsibilities

- Held responsibility for greeting and serving customers with a variety of beverages and food items in adherence with all company policies and food hygiene requirements
- Processed payments and handled cash in an accurate and responsible manner, utilized till systems correctly, and offered a consistently high level of customer service on a daily basis.
- Monitored stock levels and contributed to receiving deliveries and maintaining presentation of premises.
- Entrusted with responsibility for supervising the store and ensuring its smooth operation at certain times.
- Achieved a positive result in mystery shopper visit due to the quality of service personally delivered.

Additional Information

Languages:	Fluent English
IT Skills:	MS Office including Word, Excel and Outlook

References available on request