

ADEDOKUN SAMUEL SUNDAY

39, Alani Salau Street, Ajilo Bus Stop, Isawo, Agric Bus stop, Ikorodu, Lagos State.
E-mail: sammyades@gmail.com Phone: 07063386210, 08027874491

CAREER OBJECTIVE:

To attain the highest level of professionalism in my career through continuous all-round training and self development in a professional atmosphere. More also to enhance business development performance and deliver higher standard services to both clients and employers and celebrating organizational success.

WORK EXPERIENCE:

Precise Financial Systems. - 437 Herbert Macaulay Way Yaba, Lagos, Nigeria. 2019-Till date

Business Development Executive

- *Oversee the sales process to attract new clients.*
- *Work with senior team members to identify and manage risks.*
- *Maintain fruitful relationships with clients and address their needs effectively.*
- *Research and identify new market opportunities.*
- *Training personnel and helping team members develop their skills*

Renmoney Microfinance Bank. - 23, Awolowo Rd, Ikoyi, Lagos, 2018-2019

Credit Analyst

- *Evaluating client's bank statement and determine if client is eligible to access the bank's facility or not.*
- *Evaluates loan applications and documentation by confirming credit worthiness.*
- *Improves loan applications and documentation by informing applicant of additional requirements.*
- *Rejects loans by explaining deficiencies to applicants.*
- *Completes loan contracts by explaining provisions to applicant; obtaining signatures.*
- *Helps customers by answering questions; responding to requests.*

Ringo Telecommunications Limited - 75, Allen Avenue, Ikeja, Lagos. 2015-2018

Sales Executive and Customer Care/After Sales Support Representative.

- *Listen to customer requirements and present appropriately to make a sale.*
- *Maintain and develop relationships with existing customers in person and via telephone calls and emails.*
- *Gather market and customer information.*
- *Deal directly with customers either by telephone, electronically or face to face conversation.*

Union Bank Plc and Tranter Information Technology Infrastructure Service Ltd. 2015

Internship - Helpdesk/IT Trainee

- Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
- Respond to queries either in person, email or over the phone for customers seeking help.

Systems Hedger - Ikorodu, Lagos. 2013-2015

CCTV/PBX Technician

- *Cable installation, CCTV cameras installation, DVR configuration, access and support.*
- *Installation of PBX Terminal and Basic IT Gadgets.*

EDUCATIONAL QUALIFICATION WITH DATE:

- Olabisi Onabanjo University, Ago –Iwoye, Ogun State. (OOU)
Bachelor Degree in Banking and Finance (B.Sc.)
Second Class (Hons.) Lower Division. 2010
- The Saints International School, Isawo Ikorodu, Lagos State.
Senior Secondary School Certificate ('O' Level Certificate) 2004
- Irepodun Primary School, Alapere Ketu, Lagos State.
Primary School Leaving Certificate. 1996

PROFESSIONAL QUALIFICATION:

- Customer Service Excellence 2011

OTHER CERTIFICATE:

- Praise Computer Institute: Diploma in Desktop Publishing 2004
- Systems Hedger
IT, Security, Multimedia and Gsm/Phone repairs Training Certificate 2013/2015
- Filigri Consulting Limited. Advanced Sales Training Certificate. 2019

TRAINING ATTENDED TILL DATE:**FILIGRI CONSULTING LIMITED.** 2019/2020

- Advanced Sales Training

TRANSTER INFORMATION TECHNOLOGY INFRASTRUCTURE SERVICE (TITIS) 2015

- Training on Help Desk, Hardware Troubleshooting, Windows Server Administration
- Training on Operating System Installation and Configuration
- Training on Basic Network Troubleshooting

SYSTEMS HEDGER

(2013-2015)

- CCTV, PABX Installation and Remote surveillance/Basic Networking
- GSM/Phone repairs.

Project Management Professional (PMP)

2011

PERSONAL SKILLS:

Self-motivating, strong inter-personal and persuasive skill, ability to impact and acquire knowledge, less supervision and ability to communicate effectively.

COMPUTER SKILLS

- Microsoft and multimedia savvy

INTERESTS:

- Reading and Music

REFEREES:

- Available on request.