

NNENNAYA CHIDIMMA ELEKWA

311 Road, F Close, Block 2, Flat 10
Festac, Amuwo Odofin,
Lagos State.
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POSITION OF INTEREST: Business Development (**Finance, Sales, Credit, Relationship and Business Management**)

Objective: To be successful in a challenging environment that values hard work, integrity, superior performance and where growth of its people is a key strategy to its success.

PERSONAL COMPETENCES AND SKILLS:

- Excellent interpersonal relationship and customer service skills.
- Excellent leadership and team building qualities.
- Good negotiation and persuasion skills.
- Self- motivated and smart at work.
- Business intelligence.
- Project and business management skills
- Ability to identify business opportunities.
- Ability to learn fast with a passion for excellence.
- Strong Analytical skill.
- Report writing and database management.

WORK EXPERIENCE

Ireka Petroleum Refinery Limited.

Position: Finance Project and Business Development Executive – **Nov 2018 – Oct 2021**

RESPONSIBILITIES

- Relationship management and reconciliation of partners' (Joint Ventures) account balances with cash calls, billing statements and the general ledger.
- Generating business leads and conversion of partners.
- Management of partners' and company's investment portfolios.
- Management of team and drive for performance.
- Provision of strategic recommendations and maintenance of solutions to project and financial problems,
- Collection and analysis of financial information to recommend and develop efficient use of resources and procedures.
- Production of budgets which cover operations, maintenance, transportation and other support activities for projects.
- Identification of areas for financial improvement and solutions development to enhance overall project efficiency and performance.

Diamond Bank Plc, BBA Atiku Abubakar Plaza Branch

Position: Business Banking – **December 2017 – July 2018**

RESPONSIBILITIES

- Developing Micro Small and Medium Enterprises business.
- Managing top and notable accounts.
- Liability generation and Risk Asset creation for income generation.
- Credit writing.
- Managing assigned Risk Asset portfolio and monitoring the quality of existing Credit relationships.
- Working with team members to manage balance sheet and ensuring profitability.
- Coordinating team members towards effective sales and new business development.
- Supervising documentation processes in the branch.
- Collating and preparing Branch Performance reports.
- Effective relationship management.

Diamond Bank Plc, BBA Lagos, Bank Plaza Branch

Position: Relief Branch Manager – **January 2016 – October 2016**

RESPONSIBILITIES

- Ensuring the Branch is ready to conduct business each day.
- Ensuring high quality, knowledgeable service levels in the Branch to exceed customers' expectations.
- Ensuring that all customers' complaints are properly addressed.
- Building and sustaining motivated, committed and focused Branch teams, consistently delivering creative, precise and customer-focused service.
- Managing top and notable accounts.
- Developing key businesses with high volumes.
- Managing highly sensitive account relationships.
- Monitoring month to month Branch sales performance to ensure sales targets are achieved.
- Liability generation and Risk Asset creation for income generation.
- Facility Monitoring post-disbursement for performance.
- Branch Management responsible for Balance sheet and P & L growth.
- Monthly Performance Report review to ensure accurate reporting.
- Authorizing major branch expenditure and transactions in line with the Bank's approved authority limits.
- Ensuring implementation and monitoring of KYC & CRM measures in line with the bank's policies.
- Ensuring maintenance of physical structure and branch assets and also ensuring that the premises/facilities are safe and secure for customers and staff.
- Monitoring staff discipline and cost control.

Diamond Bank Plc, BBA Lagos, Bank Plaza Branch

Position: Relationship Manager, Branch Banking – **Decemeber 2015 – November 2017**

RESPONSIBILITIES

- Corresponding with customers and their various kinds of banking inquiries and requests.
- Customer sensitization on key products and current consumer trends.
- Converting prospects and managing existing relationships to increase share of their wallet.
- Driving sales of Retail products, Demand deposit accounts and others.
- Reactivation of dormant accounts.
- Mobilizing Deposits and creating Risk Assets.
- Reviewing and processing Credit applications for customers.
- Monitoring Facilities, maintaining and updating Credit files.
- Collating and preparing Branch Performance reports.
- Relationship management.

Diamond Bank Plc, BBA Lagos, Bank Plaza Branch

Position: Account Officer, Branch /Personal Banking – **November 2013 – November 2015**

RESPONSIBILITIES

- Attending to customers and having great customer relations.
- Cross selling the Banks products /opportunities in the banking hall.
- Account opening.
- Customers' updates and keeping customer records by filing it properly.
- Sending out references (inward and outward).
- Dealing with customers' complaint and ensuring their problems are solved and needs met within reasonable time.
- Handling of caution notice, returned cheques and cheque confirmations.
- Handling account reactivations, cheque books and ATM card requests.
- Consumer loan writing and reviews (lease etc.).
- Deposit mobilization.
- Relationship management.

IPT Power Technology Limited

Position: Database Administrator/Coordinator (Project Management Control- Airtel Project)
– **May 2012 – June 2013**

RESPONSIBILITIES

- Site co-ordination of both human and physical resources.
- Database Management.
- Tracking of site built from mobilization to completion.
- Data forecasting/Analysis.
- Tracking project completion accounts

Gufax Microfinance Bank Ltd.

Position: Credit Officer – **June 2011 – May 2012**

RESPONSIBILITIES

- Assist in establishing credit/marketing policy and ensuring its implementation.
- Preparation and posting of credit vouchers.
- Preparation and analysis of Credit Appraisal Memo.
- Mobilization of deposits.
- Review of all loans and advances.
- Filing of documents for audits purposes.
- Maintenance of loan records and submission of reports.

EDUCATION

- 2004 - 2009** Federal University of Technology Owerri, Imo State.
BSc. Agricultural Extension and Economics .
- 1996 -2002** Federal Government Girl’s College, Owerri, Imo State.
Senior School Certificate Examination.
- 2011** Certificate in Associate Membership (Institute of Strategic Management of Nigeria (ISMN)
- 2011** Certificate of participation (Institute of Customer Relationship Management (ICRM)

COURSES ATTENDED

- Advanced Credit School.
- Finance for Non Finance Managers and Basic Credit Skills.
- Diamond Selling Fundamentals Program.
- Investment Management Training.
- Business writing and communication
- Induction and orientation program.

INTERESTS

Traveling, sports and developing new skills.

PERSONAL DATA

SEX: Female
MARITAL STATUS: Single
DATE OF BIRTH: 26th March, 1985
NATIONALITY: Nigerian
STATE OF ORIGIN: Abia State
LOCAL GOVT. AREA: Arochukwu
RELIGION: Christianity
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REFEREES

Upon request.