**CHUKWUDI PHILOMENA NGOZI**

**2, Shosanya Close, Orita challenge Ibadan.**

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**PERSONAL INFORMATION**

**Nationality** : Nigerian

**State of Origin** : Ebonyi State

**Sex** : Female

**SCHOOLS ATTENDED WITH DATES**

**INSTITUTION DATES**

University of Ibadan, Oyo state 2010– 2015

University of Ibadan, Oyo state 2006– 2008

Odo-ona Girls Grammar School. 1999 - 2005

Sacred heart primary school 1993 - 1999

**CERTIFICATES ACQUIRED WITH DATES**

Project Management ( Alison.com) April 2020 National Youth Service Corps (NYSC) Discharge certificate April 2016

Bachelor of Science (B.Sc) Statistics, **Second class** Feb 2015

Professional Diploma in Statistics, Upper Credit 2006- 2008

6 credit passes WAEC (Senior Secondary School Certificate) 1999- 2005

First School Leaving Certificate 1993-1999

**WORK EXPERIENCE**

**Pensions Alliance Limited (Feb 2018 – April 2020)**

**Post Held:** Direct Sales Agent

**Responsibilities**

* Identifies and establishes business relationship to generate new RSA enrollees for both formal( regular pensions) and informal sector( micropensions).
* Open Retirement savings account for Artisans, Petty traders, Self employed people and ensure the accounts are funded.
* Develops network in the pensions market space to find prospective companies.
* Works on generating list of prospective RSA clients.
* Provides excellent customer service delivery to clients.
* Maintain high level of customer interface thus leading to additional referrals from existing clients.
* Enlightens clients and prospects on the features and advantages of Pensions.
* Carry out any other assignment that might be delegated by the Team Lead.

**Sterling Bank Plc. (Sept 2017 -Feb2018)**

**Post Held:** Direct Sales Agent

**Responsibilities**

* Account opening (savings, current, fixed deposit account).
* Sell the Bank products proactively to new/prospective customers.
* Obtain relevant documents on all Bank products sold, e.g. Identity document, business registration documents etc.
* Ensure timely submission of weekly sales activity reports to Direct Sales Manager.
* Participate in weekly/monthly sales performance review meetings.
* Ensure assigned sales target and budgets are met.
* Participate in tactical sales/marketing activities.
* Maintain and update knowledge on all company products and services.

**Ogun State Internal Revenue Service (2015 – 2016)**

**Post held**: Internal Audit

Responsibilities

● Compliance audit visits to different tax stations.

● Ensure that an organization is complying with relevant laws and statutes.

● objectively assess business processes.

● Supervisory role.

**Transmission Company of Nigeria, Ayede Sub Region, Ibadan. (April2014–June,2014)**

Post held: System operator

Responsibilities

● Identification of control panel in the control room of system operation.

● Orientation on how to take reading through innerunits and outerunits.That is, reading of parameters like:Ampere,Kilovoltmegawatt,reactivepower(Mvar).

● Application of method of data collection through phone from all outgoing stations on the energy transfer at 1200(12noon).

**KEY SKILLS**

Microsoft Word, Microsoft Excel, PowerPoint, Microsoft Outlook, Statistical Package for the Social Scientist (SPSS).

**SKILLS**

* Personal drive and commitment
* Self discipline
* Paying attention to details
* Fast learner
* Team player
* Ability to work under little or no supervision

**LEADERSHIPEXPERIENCE**

A member of executives in federal Road Safety Corp FRSC(NYSC)RSC

Responsibilities

● Incharge of logistics during workshop and seminars, traffic control and community projects.

● Supervision of weekly CDS meeting.

 ● Dissemination of information to FRSCRSC members

**INTEREST**

Reading, travelling, learning new things, listening to music, cooking and Meeting people

**REFEREES**

Available on request