**OHAJURU CHIZOWAM DAVID**

**No 36 kakawa, Lagos Island. Lagos State**

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***08068515096***

**PERSONAL DATA**

**Gender:** Male

**Nationality:** Nigeria

**State:** Abia

**CAREER OBJECTIVES**

*Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.*

**SKILLS AND COMPETENCE**

1. Very organized and thorough
2. Detail-Oriented and Able to remain focused on the task
3. Excellent record keeping skills
4. Strong sales and negotiation skills
5. Good interpersonal skill with fast learning ability
6. Excellent time management skill
7. Ability to identify problems and superior problem solving skills
8. Able to apply critical thinking skills to resolve difficult issues
9. Excellent computer skills (Word, Excel, Power Point, and Outlook).
10. Graphic Design and excellent video editing skills
11. Excellent written and oral communication.

**EDUCATIONAL BACKGROUND**

* Abia State University, Abia State 2009-2013

**Bachelor of Science (B.sc) in Management**

* Barek Memorial College, Lagos State 2006-2008
* Ajangbadi Junior High School, Lagos State. 2003-2005

**OTHER QUALIFICATIONS OBTAINED**

* Diploma in secretary/office management 2015
* Nigerian Institute of Management (Chartered) 2016
* National Youth Service Corps Discharge Certificate. 2016

**WORK EXPERIENCE**

**1. Cross Over Microfinance Bank**  2020

**Position Held: Relationship Officer**

***Responsibilities***

* Attracts new customers to the business and maintain an excellent relationship with clients
* Analyze potential loan markets and develop referral networks to locate prospects for credit products.
* Evaluate loan applications and documentation by confirming credit worthiness while processing loan application of successful clients.
* Ensure client relationship management and confidentiality is maintained.
* Repetitively work towards increasing client base and product’s volume of portfolio.
* Pursue the sourcing of new accounts and client/savings mobilization.
* Conducts pre-loan training, client and guarantor’s verification.
* Ensure an efficient and effective process in savings and repayment collections.
* Manage and follow up on loan to ensure prompt and due repayment, while preventing default.

**2. Rong Cheng Foot Wear Limited**  2018 - 2020

**Position Held: Administrative Officer**

***Responsibilities***

* Prepare regular reports on expenses and office budget
* Maintain and update company database
* Organize a filing system for important and confidential company document
* Maintain company calendar and schedule appointment
* Prepare reports and presentations with statistical data

**3. Born-Better Nig. Ltd.** 2016-2018

**Position Held: Sales Personnel**

***Responsibilities***

* Negotiating all contracts with prospective clients
* Help to determine pricing schedules for promotion and negotiations
* Preparing weekly and monthly report
* Giving sales presentations to a range of prospective clients
* Coordinating sales efforts with marketing programs
* Obtaining deposits and balance of payment from clients
* Preparing and submitting sales contracts for orders
* Maintaining clients records
* Answering clients questions about credit terms, products, prices and availability.

**Referees**

Available on Request.