

## **EBERE JESSICA DENCHUKWU**

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### **PROFILE**

Dedicated and creative young lady with an analytical mind who is self-motivated, relentless and above all has a proven record of honesty and integrity. I place high value on work ethics. I have good organizational and time management capability and can work with minimum or no supervision. I have proven organizational ability, good communication and interpersonal skills. I am a team player, highly devoted and committed

### **Interpersonal and Teamwork Skills**

- ❖ Self-motivated, assertive and can quickly learn new procedures and methods
- ❖ Demonstrated accuracy, and attention to detail
- ❖ Worked well with a diverse group of people

### **Quantitative Skills**

- ❖ Created spreadsheets using MS Excel to monitor sales, inventory, distribution and companies financial records
- ❖ Created spreadsheets using MS Excel to track student financial records, attendance and grades

### **Computer Skills**

- ❖ Eight years' experience in an office and non-office environment working with MS Office Software including Word, Excel and Power Point.
- ❖ Ability to learn new software applications with ease.

## **PROFESSIONAL EXPERIENCE**

### **Business Development and Inventory Officer**

2013 - 2014

Gpay Instant Solutions, Port Harcourt Nigeria

- ❖ Developed business and marketing plans
- ❖ Company's branding and media communication activities
- ❖ Stock inventory, activation and distribution
- ❖ Developed strong customer relationships
- ❖ Managed over 100 daily customer calls, queries and appointments
- ❖ Developed strong customer relationships
- ❖ Involved in reconciliation of physical stock with the stock in the system
- ❖ Developed creative strategies to retain the clients
- ❖ Maintained the office's budget and expenses
- ❖ Updated records, ordered office supplies
- ❖ Served as a mentor for other office staff and trained new staff
- ❖ Maintained paper and electronic files

### **Sales Associate**

2008 - 2009

Benjack Transworld Agencies Telecommunication, Port Harcourt Nigeria

- ❖ Remain knowledgeable on products offered and discuss available options
- ❖ Ensured high level of customer satisfaction through excellent sales service
- ❖ Product sales and distribution and ability to drive sales
- ❖ Assessed customers' needs and provided assistance and information on product features
- ❖ Use of Hts financials for sales
- ❖ Found new and creative ways of selling products to new and existing customers
- ❖ Ensured customers' satisfaction and customer care
- ❖ Developed strong customer relationships
- ❖ Teamed up with co-workers to ensure proper customer service

## **EDUCATION AND CERTIFICATION**

- ❖ **MSc Biochemistry** University of Port Harcourt , Nigeria 2013
- ❖ **Health Safety Environment Certification** Nigerian Institute of Safety Professionals 2010
- ❖ **BSc Biochemistry** Abia State University, Nigeria 2005

*\*B.Sc and M.Sc transcripts evaluated by World Education services, an international credential evaluation*