



**JENNIFER
OZUA**

Own Visa/ Freelance
Visa

ADDRESS:

Ontario Tower,
Business Bay,Dubai

MOBILE NO.:

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EMAIL ADDRESS:

Jenn4ngreal@yahoo.com

**PERSONAL
BACKGROUND:**

Age: 30 yrs. old

Birth Date:
July 27, 1990

Nationality: Nigeria

Gender: Female

Marital Status: Single

Languages: English and
Italian

Notice period: Joining
immediately

OBJECTIVES:

Dedicated, focused and dependable with extensive experiences related to Clerical duties, completing multiple tasks and following through to achieve project goals. Computer-proficient, detail-oriented with well developed verbal and written communication skills and has the capacity to grasp and adapt to new environment and procedures

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WORK EXPERIENCE:

Telesales Executive

Homes 4 life Real Estate Company
April 2021 – December 2021

Job Description:

- ✦ Making cold calls and sending mails to potential clients
- ✦ Entering client's information and records in the system
- ✦ Following communication procedures and guidelines
- ✦ Discussing our services with clients and suggesting the best services for them
- ✦ Achieving monthly quota
- ✦ Sending and responding to mails
- ✦ Assisting receptionist when needed and acting as the receptionist in case of any reason

Sales Representative
Build Direct, Iagos Nigeria
January 2018 – January 2020

Job Description:

- ✦ Reaching prospects and generating leads
- ✦ Contacting potential and existing customers on the phone email and in person
- ✦ Handling customer questions, inquires and complains
- ✦ Answer the phone to take messages or redirect calls to appropriate colleagues
- ✦ Participating in sales team meetings, monthly targets

Summary of skills & qualifications:

- ☐ *Excellent in English communication and writing skills*
 - ☐ *Accuracy and attention to details*
 - ☐ *Willing to learn new and effective ideas*
 - ☐ *Comfortable with multiple task and project at hand*
 - ☐ *Self-directed and able to work with less supervision*
 - ☐ *Energetic and eager to tackle new projects and ideas*
 - ☐ *Good team player*
 - ☐ *Proactive*

 - ☒ *Able to resolve problems and work under pressure*
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EDUCATION BACKGROUND:

College Degree : Benson Idahosa University
Bachelor of Science in Business Administration
2010 – 2014