

Moses Adegoke Michael

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Professional Experience

Havilah Groups

Manager/ Sales Executive

- Strong negotiation and closing abilities
- Proficient in leadership, team management (managerial role)
- Excellent communication and presentation skills
- Target-focused with a results-driven approach
- Skilled in strategic planning and execution
- Experienced in using CRM and digital sales tools.
- Proficient in market research and competitor analysis

Atlas Group Of Hotels

Front Desk Office

- Strong communication & interpersonal skills
- Excellent organizational & multitasking abilities
- Customer service orientation
- Proficiency in MS Office & office equipment
- Time management & attention to detail
- Professional appearance & demeanor
- Adaptability in fast-paced environments

Discovery Talent Academy

Office Assistant

- Strong communication & interpersonal skills
- Conflict resolution & problem-solving abilities
- Patience and empathy in handling customers
- Multitasking & time management
- Knowledge of CRM tools and Microsoft Office
- Ability to work in fast-paced environments
- Active listening & attention to detail

Discovery Talent Academy

IT Support Officer

- Strong troubleshooting & problem-solving skills
- Knowledge of Windows/Linux operating systems
- Proficiency in MS Office and productivity tools
- Familiarity with networking, routers, and firewalls
- Customer service & communication skills
- Ability to work under pressure and meet deadlines
- Knowledge of IT support ticketing systems

Bmarzazhin Micro Finance Bank

Loan Officer

- Strong analytical & credit assessment skills
- Excellent communication & interpersonal skills

- Customer relationship management
- Knowledge of microfinance operations & community outreach
- Ability to meet targets & manage loan portfolio effectively
- Conflict resolution & negotiation skills
- Proficiency in MS Office and financial reporting tools

Discount Data

Sales Representative/Customer Service Support

- Attended to customer inquiries and provided timely solutions.
- Promoted products and achieved set sales targets.
- Built and maintained good customer relationships.
- Resolved customer complaints professionally.
- Recorded and updated sales and customer data.
- Assisted in marketing and promotional activities.
- Supported customers with product information and after-sales service.
- Collaborated with team members to meet company goals.
- Ensured customer satisfaction and service quality.
- Identified new sales opportunities through follow-up and referrals.

Education

Government secondary school gawu Abuja FCT

WASCCE

University of education Minna

NCE In Economics - Upper credit

NASIMS

NASIMS Npower Certification For Ntech(Basic Software Training)

Rohi computer institute

Diploma/Certificate In Computer Operations And Training

Key Skills

- Computer Instructor / ICT Teacher
-  Office Assistant
-  Front Desk Officer / Receptionist
-  Customer Service Representative
-  ICT Support / IT Officer
-  Business Development Officer
-  (and interest in Sales / Loan Officer roles)