

Boluwatife Olajide Shittu

BSc Entrepreneurship (second class upper)

Bolu is a seasoned entrepreneur graduate that has helped private and government owned organization to convert their potential to positive goals. He is an experience and organized fresh graduate with proven track record in financial and insurance sales, maintenance and liquidation with a world-class insurance firm. He also worked as an administrative and quality control officer with one of the most sensitive top Nigerian organizations in Federal mortgage bank of Nigeria where he managed a database of over ten (10) million new and existing enrollee and ensure excellent customer service to keep the client satisfied without violating the core values of the institution. He is an astute problem solver, with dynamic communication and leadership skill, committed to helping organizations fulfil their goals effectively and efficiently.



Personal Info

DATE OF BIRTH

13TH FEBUARY 1997

STATE OF ORIGIN

LAGOS STATE

Address

House 103a, Olive Street, Palm height Estate, phase 4, Lugbe
Abuja,FCT

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Key Competencies

Team leadership
& interpersonal skills



Self-motivation
and innovation



Time and people
management



Computer literacy
and digital skills



Effective
Communication



Education

2015 – 2019

Bachelor of Science, Entrepreneurship

Joseph Ayo Babalola University



Professional Experience

Constrix Estate and Development

Period: September 2023- till date

Position held: Sales Development Executive

Key activities:

- Serve as the facto customer relations manager and answers customers complaints and enquiries
- Maintained strong communication channels with clients, addressing inquires and providing pre-sales support to foster positive relationships and build trust in the real estate brand
- Conducted targeted outbound prospecting through phone calls, emails and social media , resulting to robust pipelines of potential clients and increased opportunities for property sales
- Recognized as the top performing sales professional in the company, receiving accolades for outstanding sales achievements and dedication to exceeding
- Coordinating corporate liaison between prudential and individual/join customers
- Co-lead setting sales goals and developing sales strategies

Research Interests

Administrative
and human
resource

Database
management and
system Archive

Prudential Zenith Life Insurance

Period: February 2022 – September 2023

Position held: Financial Sales Executive Officer

Key activities:

- Coordinate follow up with potential and existing customer via email phone calls and in-person meeting
- Provide strategic feedback to customers questions, inquiries and complaint
- Facilitate sales meetings to provide update on sales and corresponding target
- Developed a reporting template to update and manage enrollee's record
- Coordinating corporate liaison between prudential and individual/join customers
- Co-lead setting sales goals and developing sales strategies

Federal Mortgage Bank of Nigeria, Abuja

Period: January 2021 – December 2021

Position held: Administrative (Registration and refund) officer

Key activities:

- Registered approximately ten thousand new applicants from government and non-government organizations on the National Housing Fund portal
- Managed a database of over ten (10) million active enrollee
- Developed a work schedule/ operational guide to facilitate NHF refund application
- Validated payment and deduction receipt and ensure timely update on enrollee

Flour Mills PLC, Lagos

Period: June 2018 – July 2019

Position held: Administrative officer/ Sales representative

Key activities:

- Facilitated timely distribution of goods to new and existing customers
- Led the advertisement of new and existing products to customers
- Developed database for stock keeping and products
- Managed staff files and credentials
- Attended to customers and addressed their concern in a conflict-free manner



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- Organizational -ownership mindset that fuels me to function at long hour without expressing pressure
 - Ability to work independently to deliver top-notch output
 - Excellent interpersonal and communication skill
 - Exceptional team dynamic knowledge that breeds healthy workspace
 - Passionate professionalism and zeal to work with individual to meet up with the organizational targets



REFERENCES

Available on request