

AIMEE LONGPUAN

B.Sc., CIIN, MBA (in view)

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PROFESSIONAL SUMMARY

Goal-oriented professional seeking a dynamic organization where I can apply my skills and experience to drive success. I am committed to delivering high-quality performance, upholding integrity and continuously grow through opportunities that challenge and inspire me.

KEY SKILLS & BUSINESS COMPETENCIES

- Talent Acquisition
- Strategic Thinking
- Data Analysis
- Performance Management
- Customer Relationship Management (CRM)
- Talent Development
- Employee engagement
- Leadership

EMPLOYMENT HISTORY

Junior Sales Executive

Staco Insurance PLC -Yaba Nov 2025 - Present

- Data Analysis:** Analyzing sales data, customer insights and employee metrics to inform business decisions.
- Strategic Planning:** Developing and implementing business strategies to drive growth and profitability.
- Employee Engagement:** Building a positive work culture, and improving morale.
- Talent Acquisition and Development:** Agent recruitment and retention, Training and developing insurance agents.
- Performance Management:** Setting sales targets, evaluating performance and providing feedback.
- Training and Development:** Designing and delivering training programs to enhance product knowledge, sales skills and customer service.
- Compliance:** Ensuring adherence to regulatory requirements, industry standards and company policies.

Retail Development Manager

Heirs Insurance Group Ltd – Victoria Island March 2024 – Oct 2025

Responsibilities:

- Talent Acquisition and Development:** Agent recruitment and retention, Training and developing insurance agents.
- Performance Management:** Setting sales targets, evaluating performance and providing feedback.
- Training and Development:** Designing and delivering training programs to enhance product knowledge, sales skills and customer service.
- Data Analysis:** Analyzing sales data, customer insights and employee metrics to inform business decisions.
- Strategic Planning:** Developing and implementing business strategies to drive growth and profitability.
- Employee Engagement:** Building a positive work culture, and improving morale.
- Compliance:** Ensuring adherence to regulatory requirements, industry standards and company policies.

Financial Advisor

AXA Mansard Insurance PLC – Surulere, Lagos State

March 2020 - Feb 2023

Responsibilities:

- Analyzing financial data received from clients to develop strategies for meeting their financial goals.
- Advising strategies for clients in insurance coverage, investment planning, cash management and other areas to help them meet financial objectives.
- Preparing and interpreting financial policy documents and income projections for clients.
- Answering customers questions about financial plans and strategies and giving financial advice
- Talking to customers to determine their expenses, income, insurance coverage, financial objectives, risk tolerance or other information needed to plan.

Role Model

Girl Effect NG - Maitama, Abuja

Feb 2018- Feb 2020

- Serve as a positive influence and trusted figure for adolescent girls.
- Share personal experiences to encourage resilience, self-belief, and ambition.
- Facilitate discussions and workshops on topics like health, education, gender equality, and life skills
- Actively participate in community outreach to raise awareness about girls’ rights and opportunities

Customer Service Executive

ISON Experience - Dugbe,Oyo State

Jan 2016 – Jan 2018

- Handle inbound and outbound calls, emails,.
- Provide accurate information about products, services, and policies.
- Address customer complaints and inquiries promptly..
- Escalate unresolved issues to higher support levels when necessary.
- Document customer interactions and feedback accurately.
- Use CRM tools to track and manage customer cases

EDUCATIONAL BACKGROUND

B.A – Theater Art

2009–2013

University of Jos – Plateau State.

PROFESSIONAL CERTIFICATIONS

- | | |
|--|-----------------|
| • Customer Relationship Management (ISON) | 2016 |
| • Communication and Interpersonal skills | 2018 |
| • Chartered Insurance Institute Of Nigeria (CIIN) | 2023 2024 &2025 |
| • NAICOM certificate | 2025 |
| • Association Of Registered Insurance Agents (ARIAN) | 2022 |
| • Associate, Chartered Institute of Personnel Management | (In View) |

REFEREES

(To be provided upon request)