

CHIMA IGBOKWE

Sales Assistant Manager/Business Development Executive

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PROFESSIONAL SUMMARY

Proactive HND holder (Chemistry) with 5+ year's experience in sales management, business development and team leadership across retail, real estate and education sector. At PWAN Group Accra & Lagos, drove sales through targeted presentations, clients prospecting and relationship building. Proven in lead generation, achieving sales target, training and preparing sales report. Seeking sales assistant manager/ sales representative manager role in Africa .

CORE SKILL

- ✓ Sales target achievement and revenue growth
- ✓ Team supervision, training and mentoring.
- ✓ Lead generation, prospecting and business development.
- ✓ Clients relationship management and negotiation.
- ✓ Presentation, seminars and workshops organization
- ✓ Sales reporting (daily, weekly, monthly) and market research

PROFESSIONAL EXPERIENCE

Business Development Executive- PWAN Group, Lagos, Accra | 2024-2026

- Developed and Executed sales & Marketing Plans to achieve company targets
- Trained and mentored team members to enhance performance
- Built and sustained strong relationships with existing clients and business owners .
- Generated new client leads through research and outrage, expanding across board.
- Organize seminars, monthly success summits
- Prepared daily, weekly, monthly performance reports for supervisors.

Assistant Manager- Princehood Interior/ Electronics Nig. Ltd. | 2022-2023 & Jenny Interior/ Household Appliances, Kano | 2019-2020

- Monitored staff performance and developed targeted improvement plans .
- Collaborated with senior management to implement strategic revenue growth plans
- Trained new employees on company policies, customer services standards, sales techniques.
- Prepared detailed weekly report on sales, expenses, staff productivity

Sales Representative - Nomxyz Delight Electronics Owerri | 2021

- Delivered exceptional customer service to build loyalty
- Implemented effective sales strategies to consistently achieve company targets.
- Resolved customer issues and complaints professionally

Customer Service Representative- PWAN Group, Ajah Lagos | 2025

- Promoted Effective Communication with prospective clients to enhance retention.
- Provided detailed product/ service information to guide purchasing decisions.

EDUCATION

Higher National Diploma (HND) – Chemistry

Federal Polytechnic Nekede, Owerri, Imo State | 2020

Ordinary National Diploma (OND) – Science Laboratory Technology

Federal Polytechnic Nekede, Owerri, Imo State | 2016

PROFESSIONAL CERTIFICATIONS

- Certified Health, Safety & Environment (HSE 1 & 2) – Benitel Resource Mgmt Institute
- Professional Diploma in Environment, Health and Safety Management
- Certified Human Resource Manager – Benitel Resource Mgmt Institute
- Professional Diploma in Human Resource Management