Olaore Oluwatobi Isaac

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

Professional Experience

HALLMARK FINANCE COMPANY **08/23**
Sales Executive

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- Evaluate credit worthiness by processing loan applications and documentation within specified limits
- Interview applicants to determine financial eligibility and feasibility of granting loans
- Determine all applicable ratios and metrics and set up debt payment plans
- Communicate with clients either to request or to provide information
- Justify decisions (approvals/rejections) and report on them
- Complete loan contracts and counsel clients on policies and restrictions
- Update job knowledge on types of loans and other financial services
- Maintain and update account records
- Assess customer needs, explore all options and introduce different types of loans
- Develop referral networks, suggest alternate channels and cross-sell products and services to accomplish quotas
- Go the "extra mile" to build trust relationships, customer loyalty and satisfaction throughout the underwriting process
- Operate in compliance with laws and regulations and adhere to lending compliance guidelines
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SORTIS CAPITAL LIMITED **07/20 - 12/20**
Business Development Officer

- Engages clients to develop business and sustainable business relationship
- Create diverse assets to minimise company's risks exposure
- Maintain database of emerging markets and opportunities
- Suggest products to be developed based on feedbacks from clients
- Any other task as may be assigned by the company's authority

IGABJO POLYTECHNIC (IBADAN STUDY CENTRE) **04/23**
Lecturing

- Deliver lectures, seminars, workshops and other teaching functions
- Perform a broad range of administrative duties
- Interview course applicants and orientate successful students
- Write research proposals, papers and attend conferences
- Supervise undergraduate and postgraduate students and research staff

RENMONEY MICRO FINANCE BANK **01/18 - 12/19**

Sales Executive

- Bringing the company's products and services with the accompanied benefits to the notice of people.
- Lead my team in the absence of my Team Lead and achieved a good performance.
- Achieved over 100% Year to Date performance in 2018, and was recognized as the highest performing agent among my team.
- Expanded customer base through cold contacting, networking, and account management of business owners and salary earners within my coverage area.
- Accurately completes and maintains customer records for services and quality control measures.
- Creating leads.
- Effective customer's service.
- Effective customers issues resolution.
- Perfect customers documents and information handling.
- Speculating target markets and making them actual markets.
- Convincing suspects in to prospects and using of desired skills to convert the prospects into actual customers making them maintain long lasting relationship with the organization.
- Fast tracking of loans for customers in order to make payment faster for the customers and making turn out time to be fast and easy.
- Serving as the first risk personnel.
- Meeting and surpassing of targets.
- Aggressive marketing.
- Carrying out of other duties and responsibilities as being requested by the management of the company.

VITAL LINKS INTERNATIONAL ACADEMY **03/14 - 05/16**

VICE PRINCIPAL, ACADEMICS

- In charge of the school database
- Generating access codes for parents and students
- Teaching of English Studies, Literature in English, Christian Religious Studies, Scia Studies and Physical and Health Education respectively
- Vetting of both the written and printed examination questions before the test and examination dates
- Sourcing for students to write BECE examination with the school
- In charge of the JSS 3 students as the class teacher
- Part of the management and disciplinary committees

TABANTARI HOTEL
Assistant Manager

- Assisting the hotel manager in administrative works.
- Auditing some departments accounts.
- In charge of all the activities in the hotel.
- In charge of hall and rooms booking.
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MUTUAL BENEFITS LIFE ASSURANCE LIMITED **02/13 - 04/13**
Marketing Executive

- Making the existence of the company's policies and benefits known to the citizens.
- Spotting target market, making it fertile market in bringing in excellent sales to the development of the company and maintaining lasting relationship.
- Spotting suspects, tactically making them prospects and systematically making them actual customers.

Education

UNIVERSITY OF ILORIN
BSc Business administration (2011)

PEOPLE'S GIRLS GRAMMAR SCHOOL
O'level(NECO GCE, 2006)

ROCK FOUNDATION NURSERY AND PRIMARY SCHOOL
First living certificate (1997)

Key Skills

- Ability to prioritize
- Goal getter
- Computer literacy
- Good negotiation skill
- Proficiency in English Language
- Proficiency in Microsoft offices

Projects

POVERTY AND RURAL LIVELIHOOD IN NIGERIA, A CASE STUDY OF IBADAN NORTH LOCAL GOVERNM

References

Professor Adepoju Adeleke - Dean Business Administration , The Redeemed University for Nations(RUN)
08036532451

Pastor Adebayo Oyerinde - Assistant Provincial Pastor, The Redeemed Christian Church of God
08054671520

Dr Ahmed Popoola - MD/CEO, Credit Reference Bureau, CRC
08033024307