

PATIENCE ARUMONA JOSEPH

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Objective

Results-driven Sales and Business Development professional with experience in outbound prospecting, lead generation, client engagement, follow-up, and relationship management. Skilled in connecting with prospects through calls, email, WhatsApp, and virtual communication, identifying client needs, presenting solutions, and nurturing leads through the sales pipeline. Proficient in CRM tools, digital platforms, sales reporting, and maintaining accurate prospect records. Self-motivated, organized, and highly adaptable to remote work, with a strong focus on building relationships and driving sales growth.

Experience

- OPTIVA CAPITAL PARTNERS** May 2026 - Till date
BUSINESS DEVELOPMENT TRAINEE
 - Conduct outbound prospecting through calls, WhatsApp, email, networking, referrals, and direct outreach.
 - Identify and qualify prospective clients based on their needs, interests, and purchasing capacity.
 - Present relevant investment and international real estate solutions to qualified prospects.
 - Maintain consistent follow-up with new and stalled leads to move conversations toward conversion.
 - Build rapport with prospects through active listening and consultative communication.
 - Track prospect information, follow-up activities, and deal stages using CRM and reporting tools.
 - Manage multiple prospects throughout different stages of the sales pipeline.
- MARELA SKY TRAVELS** 2023 - 2025
MARKETING MANAGER / ADS OFFICER / EXECUTIVE ASSISTANT I
 - Generated and followed up with leads through direct marketing and digital channels.
 - Managed customer enquiries and maintained consistent communication with prospects.
 - Supported sales activities by identifying customer needs and presenting relevant services.
 - Coordinated client appointments, business communications, and follow-up activities.
 - Used digital marketing and advertising platforms to generate business opportunities.
- CHI-DANIEL GLOBAL CONCEPT** 2021 - 2023
MARKETING MANAGER
 - Generated leads through direct outreach, networking, social media, and marketing campaigns.
 - Engaged prospective customers and maintained relationships through consistent follow-up.
 - Supported customer acquisition and sales conversion activities.
 - Managed promotional campaigns across digital channels.

Education

- Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State, Nigeria** 2019
Higher National Diploma (HND) Business Administration

Skills

- Outbound Sales & prospecting
- Lead Qualifications
- Lead Nurturing & Follow-up
- Sales Pipeline Management
- CRM Management
- Clients Relationship Management

CERTIFICATIONS

- Digital Marketing Certification – New Horizons
- National Youth Service Corps (NYSC) Certificate
- Professional Computer Studies- Davisa Computer Training Institute

TECHNICAL SKILLS

- CRM & Sales Tools: Zoho CRM, Microsoft Excel, Microsoft Office, Google Analytics, Google Ads, Facebook Business Suite, TikTok Business Suite