

ANAGOR CHARLES KOSISOCHKWU

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About me.

- Resilient and performance driven banking and finance graduate, adept with providing top-notch administrative support and harmonizing organizational activities towards achieving set goals and objectives.
- Exquisite communication skills, focused at providing innovative solutions to facilitate productivity, excellent interpersonal skills that allows for professional relationship with all level of management.
- President Faculty of Business Administration, University of Nigeria, Enugu Campus 2016.
- Seeking employment opportunities in an organization where I could impact, leverage my skills towards achieving set goals, while striving towards professional development.

Key Skills Set

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|---|---|----------------------------|
| • Excellent Communication Skills | • Team Player / Problem Solving | • High Accuracy & Diligent |
| • Data Gathering / Reporting | • Interpersonal Skills/Work Ethics | • Time Management |
| • Business Administration | • Result Driven/Goal Oriented. | • Leadership Proficiency |
| • Flexibility/ Adaptability | • Excellent oral and written communicator capable of both summarizing and elaborating upon financial information to meet client preferences | |
| • Dedicated to client security, follow stringent computer safety protocols, and observe strict confidentiality practices. | | |

Work Experience

FRONTLINE COMPREHENSIVE COLLEGE BADAGRY, LAGOS STATE, NIGERIA.

April 2019 - February 2020.

Post Held: NYSC Intern (TEACHER).

Key Contributions:

- 1) Establish and enforce rules for behavior and procedures for maintaining order among the students.
- 2) Instruct through lectures, discussions, and demonstrations in one or more subjects.
- 3) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- 4) Prepare, administer, and grade tests and assignments to evaluate students' progress.
- 5) Prepare materials and classrooms for class activities.
- 6) Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- 7) Maintain accurate and complete student records as required by district policies, and administrative regulations.
- 8) Assign and grade class work and homework.
- 9) Observe and evaluate students' performance, behavior, social development, and physical health.

VOMIA Enterprise (Licensed Wholesalers on Pharmaceutical drugs) –Idumota, Lagos

October 2017 –December 2018.

Post Held : Operations Executive.

Key Contributions:

- 1) Schedule product demos.
- 2) Contact customers via email or phone to answer queries or retrieve information about their account.
- 3) Update internal databases (CRM) with account details.
- 4) Perform back-office sales tasks to support Account Executives as needed.
- 5) Research market trends and competition.
- 6) Create reports on sales and marketing campaigns.
- 7) Maintain digital and physical records of invoices and contracts.
- 8) Address payment issues.
- 9) Identify new revenue prospects.

CHARRY ANN & SONS NIGERIA LIMITED – Onitsha, Anambra State.

September 2016– August 2017.

Post Held: Sales Representative.

Key Contributions:

- 1) Ensured proper recording of income generated as well as expenses made by the organization.
- 2) Recorded all sales activities and kept record of receipt issued for payment.
- 3) Carried out proper auditing of the books of account of the organization.
- 4) Issued receipts for payment made for the purchase of the company's product.
- 5) Carried out all banking transaction on behalf of the organization such as deposit of cash received from customers and withdrawals of cheque received.

Education

Bachelor of Science (B.Sc.) In BANKING and FINANCE (FACULTY OF BUSINESS ADMINISTRATION)

UNIVERSITY OF NIGERIA, NSUKKA, ENUGU STATE.

Class of Degree: Second Class Honors (Upper Division) 2018

Senior Secondary Certificate Examination (S.S.C.E)

FR TANSI INTERNATIONAL COLLEGE, AWKA, ANAMBRA State. 2012

First School Leaving Certificate (F.S.L.C)

ROCK FOUNDATION SCHOOL, GRA, ONITSHA, ANAMBRA STATE. 2006

Profile Information

Date of Birth: 11th, January 1996

Sex: Male

Hobbies: Sight Seeing, Reading, Online Research, Compete in recreational soccer leagues.

Referee

Prof. Chuke Nwude (+234) 0803 473 8615. Head of Department Emeritus(Banking and Finance, UNN.)

Mr Charles Anagor (+234) 0817 748 4225. Chairman, Charry Ann and Sons Nigeria limited.