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# DAVID JONES

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## PROFESSIONAL SUMMARY

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Diligent and forward-thinking professional with organised and competitive nature focused on always growing customer base and increasing revenue numbers. Persuasive communication style, strategic planning strength and top conflict resolution strengths. Established Account Executive gifted at lead generation and efficiently resolving customer issues. Engaging and personable with ability to increase business opportunities through dynamic marketing strategies, effective communication skills and dedication to customer service. Ambitious student with strong motivation to master business development and account management. Dynamic negotiator with superior emotional intelligence and leadership skills. Excellent record of goal-setting and academic achievement.

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## WORK HISTORY

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**Accounts Executive**, 12/2019 - Current

**Britoll Trust Insurance Ltd** - Lagos, Nigeria

- Delivered high level of service to clients to maintain relationships for future business opportunities.
- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Demonstrated services and product value and features to potential clients.
- Established cordial relationships with internal and external contacts to boost rapport.
- Addressed enquiries through phone and email and directed to designated departments.
- Resolved issues and complaints and escalated major concerns to management.
- Participated in department meetings to obtain information, announcements and developments.
- Collaborated with team to develop marketing strategies.
- Designed sales strategies to exceed target quotas.
- Managed over 30 customers and increased sales by 10%

**Accountant Officer**, 06/2016 - 11/2018

**Cristo Nigeria Limited** - Abuja, Nigeria

- Maintained integrity of general ledger, including chart of accounts.
- Reconciled accounts from income and expense data to net worth and assets.
- Updated journal entries and accounts on accrual basis with Xero software.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Prepared monthly bank reconciliations with [Number]% accuracy.
- Prepared long-term revenue and capital budgets for presentation to stakeholders.

**Sales Executive**, 10/2020 - 11/2021

**Bestbrain Ltd** - Abuja, Nigeria

- Delivered professional sales presentations, creatively communicating product quality and market

comparisons to prospective clients.

- Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency.
- Created and managed client contracts, negotiating positive, profitable terms to aid target revenue attainment.
- Fostered positive relationships with customers to enhance loyalty and retention.
- Established and maintained positive, profitable client relationships through superb communication.
- Strengthened profit opportunities through targeted customer relationship development, continually meeting sales objectives.
- Worked with internal and external teams to initiate marketing strategies to grow at national, regional and specific sector levels.
- Used cold-calling, email outreach and LinkedIn to source and develop opportunities.
- Managed client relationships from early stages of sales process through to post-sales
- Partnered with internal teams to identify, present and close opportunities with new clients.

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## SKILLS

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|----------------------------------|---------------------------|
| • Account management             | • Account oversight       |
| • Client relationship management | • Lead generation         |
| • Strategic marketing            | • Sales target monitoring |
| • Contract negotiation           | • Operations coordination |
| • Client engagement              | • Account servicing       |

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## EDUCATION

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**Bachelor of Business Administration:** Business Administration, 02/2010 - 05/2015  
**University of Abuja** - Abuja - 2 Class Upper

**Certificate of Higher Education:** Accounting, 09/2016 - 03/2017  
**Chartered Institute of Business Management** - Benue - Distinction

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## LANGUAGES

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**English**

Advanced

