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**AGABA**

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**OBJECTIVE AND PROFILE**

Seeking to be an effective catalyst in Administration, business growth, building and fortifying brand equity, successfully driving profit generating strategies .

**PROFESSIONAL SUMMARY**

* Highly organised and detail oriented administrative executive with almost 5 years experience supplying thorough, organised administrative supports to senior executives.
* An administrative executive who continually maintains a positive attitude while interacting with demanding clients who also serves as the primary point of contact for both in-house and external phone and website queries
* Technically adept with advanced knowledge of MS office, and experienced in creating PowerPoint presentations for top executives
* An administrative executive who goes above and beyond basic administrative tasks and takes on multiple projects at once.
* Execllent work ethics
* Quality focused

**SKILLS ACQUIRED**

* Professional Phone Etiquette •Database Management
* Customer service Oriented •Quality control
* Work well under pressure •Indept Social media Knowledge
* Team Building •Multi-line Phone Proficiency
* Sales management and market research
* Business development and Project management
* strategic planning and implementation
* Crisis management •Excellent comunication skills
* Report analysis and Decision making •Team building

Proficiency in the use of Microsoft office, Report analysis, Employee training and development

* Good organisational and planning and an excellent time manager

**KEY ACHIEVEMENTS AND AWARDS**

* I designed sales strategies for New brand of pharmaceuticals and supervised its implementation.
* I did Sales consulting as well as Product Marketing by Conceptualizing and deploying strategic customer relationship management tools which complements the marketing unit and thus assists in attaining and surpassing sales targets for the year by 10% .
* Successfully made a positive impact on collegues by demonstrating a high level of discipline, commitment, and diligence.
* Successfully Provided advice on pricing strategies ensuring a border line that was both favorable to the company profit-wise and the consumers price-wise.
* Worked as a volunteer at a nation-wide electoral commission for both presidential and gubernatorial elections registering and collating electoral results for over a thousand eligible voters.
* Elected to represent certain arms of the organisation at different times in presentations as s utility player because of articulation, availability and prowess.
* Received the award of the Best Graduating student -Basic at the Green Centre Academy of natural medicine- Dec,2014
* Received an award for the best written project- Professional level at the Green Centre Academy- June, 2016

**EDUCATION**

* Dip., Acupuncture and TCM (Natural Medicine )- June,2016 – Complete.
* The Alliance Française- 2013- Incomplete.
* BSc, Microbiology- November, 2010

Federal University of Agriculture, Abeokuta, Ogun State – complete

**TRAINING PROGRAMS ATTENDED/ AWARDS**

* Project Management professional certificate - Pneuma project experts

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October, 2014

* Best Graduating Student - Green Centre Academy for Natural Medicine and TCM December, 2014

Best written Project - Green Centre Academy for Natural Medicine and TCM

June, 2016

**EXECUTIVE SYNOPSIS**

* A Highly astute, energetic and team spirited Professional with extensive expertise in a broad suite of operations especially in Administration, quality control, business development sales, and market research.
* Proficient in implementing competitive marketing strategies and contributing towards enhancing market penetration, business volumes and growth. Expertise in managing sales & business development, launching and selling financial products, especially in the pharmaceutical industry.
* Versatile and diligent which has facilitated the development and implementation of strategies targeting both market share and customer growth.
* Proficient at administration as well as quality control with reputation for leading towards peak performance while seeking challenging positions to drive realization of business goals with adept management of organizational diversities while also maintaining a firm focus on assured bottom line gains and distinguished company performance.
* Strong team leader, builder and facilitator, fostering an atmosphere that motivates highly talented professionals to balance high-level skills with maximum productivity in compliance with QC/QA standards.
* Capability to handle pressure, healthy planning, organizational and team leadership, and established skills in gathering, collating, and utilizing data efficiently.
* Proficient in Product Management including gathering and prioritizing product and customer requirements, defining the product vision, and coordinating with cross-functional teams to launch new products and enhance revenue.

**PROFESSIONAL EXPERIENCE**

**The Commonwealth of Zion Assembly - Lagos, Nigeria - June 2012 - February 2017**

**(Part Time- 3times a week)**

**Administrative Executive**

* Administrative systems implementation , administrative project monitoring, and procedures and policies maintenance.

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* Directed guests and routed deliveries and courier services.
* Planned and coordinated logistics and materials for board meetings, committee meetings and staff events
* Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation
* Ordered and distributed office supplies while adhering to a fixed office budget.
* Managed office supplies, vendors, organization and upkeep.
* I supervised supply inventories and stock keeping to determine inventory level. I anticipate needed supplies, and I sign out for placing and expediting orders and supplies, as well as receipts verification .
* I Screened applicant resumes and coordinated both phone and in-person interviews.
* I put operational requirements in place by scheduling and assigning administrative projects, and expediting work results.
* I possess proficient Reporting, Administrative Writing, Microsoft Office skills, as well as Process Management , Organizing, Information Analyses , Supply Management, Inventory Control, Verbal Communication skills to my credit.
* Greeted numerous visitors, including VIPs, vendors and interview candidates
* I Answered and re-directed phone calls, Organized and scheduled appointments, Planned meetings , took detailed minutes and distributed emails, correspondence memos, letters, issued queries and prepared regular scheduled reports.
* The point of contact for both internal and external clients. I liaised with executives and team heads to handle requests and queries from the directors.
* Assessed urgency and priorities before accepting or declining appointments and meetings with the CEO.
* Excellent time management skills and the ability to prioritize work, Attention to details and problem solving skills.
* I possess an Excellent written and verbal communication skills.
* Strong organizational skills with the ability to multi-task.
* Assisted senior recruiting staff with career fairs and recruiting events.

**Global Messengers Travel (GMT)- Lagos, Nigeria February 2014 –June 2015**

**Supervisor/Travel Consultant**

* I Co-ordinate the marketing team by performing consumer-behavior-based research which tells how customers like to fly, what they look forward to in travel agencies with respect to holidays and tourism.
* I also Examined competitors’ marketing and sales methods for the company by Providing advice on pricing strategies, adverts and awareness which increased

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sales since it was a highly competitive business.

* I also Co-facilitated sales training for the team working especially on their ability to convince target clients on why they should plan their vacation with the agency starting with thorough product know-hows.

**Nigerian German Chemicals (NGC)- Lagos, Nigeria- May 2013 – February 2014**

**Market Research Analyst**

* I designed sales strategies for New brand of pharmaceuticals and supervised its implementation
* I developed the MR team based on yearly predefined objectives.
* I headed the operations of 6 BDE's and 12 Brand Managers across the country, specialists of great expertise in sales and marketing.
* I provided proper tools to reach targeted objectives at the quality and financial levels.
* I Led the marketing team which comprised of Business Development
* Executives and sales executives by performing consumer-behavior-based research on pharmaceutical products and beverages.
* I also single handedly researched and followed up on competitors’ marketing and sales strategies as well as those of wholesalers and retailers with end users in mind which spanned for months.
* I Provided advice on pricing strategies ensuring a bother line that was both favorable to the company profit wise and the consumers price wise.

**Nigerian German Chemicals (NGC)- Lagos, Nigeria- June 2012 – Apr 2013**

**Sales Executive**

* I solicited new businesses by being an intermediary between the company, distributors, retailers and some end users.
* I did Sales consulting as well as Product Marketing by Conceptualizing and deploying strategic customer relationship management tools which complements the marketing unit and thus assists in attaining/surpassing sales targets for the year by 10% Such as; Campaigns, Exhibitions, Incentives for customers at

wholesale level, “Town storming" .

**Faith Immaculate Academy- Oyo, Nigeria- Mar 2011 – Feb 2012**

**Subject Teacher**

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Based on my science background, I was employed to teach Biology and Information/Communication Technology (ICT) at Senior-secondary level and Integrated Science with computer science at Junior-secondary level during my youth service year, a compulsory programme after college graduation in service to the country

**Nigerian German Chemicals (NGC)- Ogun, Nigeria- Jan 2010 – Jan 2011**

**Assistant to the Quality Control Supervisor/ Laboratory Technician**

* I supervised in-line quality control checks ensuring conformity to the company's SOP and QC/QA standards.
* I ran the day-to-day microbial analysis of raw, intermediate and finished products before, during and after production ensuring conformity to QA/QC standards

**Presiding Officer -Oyo, Nigeria- Mar 2011 – April 2011 (short term)**

**Independent Electoral Commission**

* I single handedly facilitated the registration of nearly a thousand Eligible Voters

**Nigerian German Chemicals (NGC)- Ogun, Nigeria- Jan 2009 – Mar 2009**

**Internship**

* My job description included Cleaning, disinfecting, Validating test methods, preparation of reagents and culture media, Plating, Labeling, Sampling, Sample handling, identification as well as Maintenance of equipments and Calibration.
* I also monitored the Quality assurance of results and the quality control of performance as an intern

**Jade Sweets Kitchen- Lagos, Nigeria- September 2014 - February 2017**

**Head Chef**

* I was in charge of all operations within the kitchen starting from ordering, stocking, storing of all food items, dishes and utensils, cleaning products, cooking supplies, and any other item necessary for kitchen functioning.
* I supervised Recipes and Meal Creation that kept customers coming back for

more.

* I kept track of kitchen expenses, taking note of what is spent and what is needed for the kitchen.  Information about expenses incurred by the kitchen are accurately tracked and documented.
* I hired kitchen and sometimes wait staff and also and fired anyone who kept falling short and incurred loss.
* I ensured the kitchen is adequately staffed in all areas, and that employees received the necessary training to ensure quality culinary dishes are produced.
* I assigned duties to staff, such as food preparation tasks, snd assigned line positions.
* I supervised every cooking activity in the kitchen and created dishes and recipes.

**Bernide Institute of Vocational Studies- Lagos, Nigeria- June 2012 - June 2014**

**Pastry chef**

* I created desserts and pastry dishes that go well with menu items.
* I prepared and provided dessert wines, cocktails, and other dessert beverages.
* I procure food supplies for menu items.
* I submitted orders for any food and other items necessary for running the kitchen by preparing and submitting a budget.
* I supervised and trained other chefs in the pastry kitchen.
* I was responsible for providing baked goods such as fresh loaves of bread in addition to desserts and pastries.
* I researched and developed recipes.
* I Maintain high standards of hygiene before, during, and after food Preparation.

**LANGUAGE**

English (spoken and written) fluent

French (spoken and written) novice