



Ekane Innocent Aboh

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● ABOUT ME

Dynamic professional with a diverse background in sales, supply chain, project management, human resources, and marketing. Proven expertise as a Supply Chain Manager overseeing procurement, logistics, and warehouse management, combined with hands-on experience as a Sales Executive, Inside Sales Representative, and Marketing Specialist driving business growth and customer engagement. Demonstrated proficiency in customs clearance, shipping, and expediting as a Customs Clerk, complemented by skills in project coordination and human resources management. Adept at delivering operational excellence and optimizing processes in fast-paced environments. Strong interpersonal and leadership skills, with a track record of cross-functional collaboration to achieve organizational goals.

● WORK EXPERIENCE

08/2024 – CURRENT Dubai, United Arab Emirates

SALES EXECUTIVE DUBAYT REAL ESTATE PROPERTY MANAGEMENT

- Actively manage a portfolio of high-end residential and commercial properties, guiding clients through the buying and selling process from inquiry to contract closure.
- Conduct daily outbound lead calls to prospective clients, introducing them to real estate investment opportunities in Dubai.
- Manage a robust sales pipeline by nurturing leads through email, phone calls, and in-person meetings, guiding clients through the property buying process.
- Conduct property viewings and negotiations with prospective buyers and sellers, ensuring a smooth and transparent process.
- Utilize CRM systems to track client interactions and manage leads effectively, leading to improved sales pipeline management and timely follow-ups.
- Develop and maintain strong client relationships, ensuring customer satisfaction and retention.
- Stay updated with real estate market trends, competitor activities, and pricing strategies to offer competitive and accurate property information to buyers.

03/2024 – 07/2024 Dubai, United Arab Emirates

MARKETING SPECIALIST SAJJAD TO SAJJAD MEDICAL AND LABORATORY EQUIPMENT CO.

- Developed and executed comprehensive marketing strategies tailored to promote diagnostic services and laboratory testing solutions across various channels, including digital platforms, email campaigns, and industry-specific events, achieving 35% market penetration within the first four months, exceeding the company's initial sales targets by 20%.
- Conducted in-depth market research and competitive analysis to identify market trends, customer preferences, and business opportunities, leading to a 20% increase in lead generation.
- Managed marketing budgets of up to \$150,000 while delivering an average ROI of 150% on digital marketing campaigns.
- Utilized data analytics and CRM tools to monitor campaign performance, optimize marketing efforts, and generated reports for senior management on ROI and key performance indicators (KPIs).
- Increased social media engagement by 50% through data-driven content strategies and targeted ad placements on Facebook and LinkedIn.

08/2023 – 01/2024 Buea, Cameroon

HUMAN RESOURCES OFFICER REACH OUT NGO CAMEROON

- Managed the full recruitment cycle, from job posting and candidate screening to interviewing and hiring. Successfully filled 11 positions, reducing time-to-hire by 20%.
- Managed employee inquiries and grievances, resolving issues promptly and effectively. Conducted investigations and mediated conflicts to maintain a positive work environment with 75 staff.

- Maintained accurate and up-to-date employee records, including personal information, job titles, and compensation details. Ensured confidentiality and data integrity.
- Oversaw employee benefits programs, including health insurance, retirement plans, and leave policies. Conducted benefits orientations and ensured accurate enrollment and administration

04/2022 – 06/2023 Bamako, Mali

SUPPLY CHAIN MANAGER MYAGRO (NGASENE)

- Designed and optimized the supply chain to streamline operations, enhance productivity, and reduce costs.
- Oversaw logistics and transportation for the seamless distribution of goods across multiple regions.
- Managed eight warehouses, ensuring efficient stock control, inventory accuracy, and space optimization.
- Supervised property management operations to maintain facilities in compliance with organizational standards.
- Negotiated multi-year contracts with top suppliers, locking in favorable terms and ensuring cost stability for over three years, protecting the company from market price fluctuations.
- Standardized procurement processes across eight warehouses, cutting down on administrative time by 15% and improving purchase order accuracy by 95%.
- Improved supplier performance by 25% through the introduction of a vendor scorecard system, which evaluated key metrics such as quality, delivery times, and pricing compliance.
- Decreased supplier dependency by expanding the supplier base by 30%, improving competition among vendors and reducing risks of supply chain disruptions.
- Achieved a 15% reduction in supplier lead times, improving operational efficiency by establishing more reliable vendor partnerships and streamlining approval processes.

02/2017 – 03/2022 Yaounde, Cameroon

PROJECT MANAGEMENT ASSISTANT. USAID (UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT)

- Assisted in managing multiple USAID-funded projects valued at over \$7 million, ensuring timely implementation, compliance with USAID policies, and the achievement of program objectives.
- Coordinated the successful execution of project activities, including planning workshops, stakeholder meetings, and field visits, leading to increased project visibility and stakeholder engagement.
- Developed and maintained comprehensive project tracking systems to monitor progress, ensuring adherence to deadlines and project milestones, reducing project delays by 35%.
- Managed the preparation and submission of program reports, work plans, and budgets to USAID, contributing to 80% improvement in timely reporting and compliance with donor requirements.
- Facilitated procurement processes for project supplies, equipment, and services in alignment with USAID's procurement regulations, ensuring transparency and cost-effectiveness.
- Supported the design and implementation of Monitoring & Evaluation frameworks, contributing to the collection, analysis, and reporting of data for key performance indicators (KPIs) that led to an increase in the quality of project evaluation reports.
- Collaborated with cross-functional teams and international partners to align project objectives, leading to enhanced coordination and achievement of program goals.
- Oversaw travel and logistics arrangements for project staff, consultants, and external partners, ensuring efficient use of resources and compliance with travel policies.

07/2016 – 01/2017 Yaounde, Cameroon

CUSTOMS/EXPEDITOR/SHIPPING CLERK EMBASSY OF THE UNITED STATES OF AMERICA

- Prepared documentation and followed up on orders with transporters and 3PL, anticipating and resolving issues.
- Handled export documentary remittance, including letter of credit processes and coordination with freight forwarders.
- Coordinated customs clearance and logistics for various goods and supplies for the U.S. Embassy in Cameroon, including personal effects, official supplies, household equipment, unaccompanied air baggage, privately owned vehicles, and diplomatic pouches.
- Ensured compliance with customs regulations by verifying the accuracy of import and export documentation, avoiding penalties and delays.
- Communicated effectively with customs officials, freight forwarders, and internal teams to resolve clearance issues and expedite shipments.
- Leveraged in-depth knowledge of shipping export operations and documentation to streamline export processes, resulting in a 15% reduction in lead times.

12/2014 – 06/2016 Yaounde, Cameroon

WAREHOUSEMAN EMBASSY OF THE UNITED STATES OF AMERICA

- Loaded and unloaded packages from delivery trucks, ensuring accurate placement in the warehouse.
- Conducted inventory checks and maintained accurate records of incoming and outgoing goods.

- Inspected packages for damage and reported discrepancies to supervisors.
- Collaborated with team members to improve workflow efficiency and meet daily operational goals.
- Operated pallet jack and other warehouse equipment to move materials safely.

03/2005 – 11/2014 Douala, Cameroon

INSIDE SALES REPRESENTATIVE UNITED PARCEL SERVICE INC. (UPS)/PRESTATAIRES DE SERVICES EXPRESS

- Identified and prospected new business opportunities within assigned territory, generating qualified leads and converting them into long-term clients.
- Delivered tailored logistics and shipping solutions to clients by understanding their needs and providing cost-effective and timely services, improving customer satisfaction by 25%.
- Utilized CRM tools to track and manage client interactions, ensuring all customer information was up-to-date and sales pipelines were effectively monitored.
- Prepared sales reports and forecasts for senior management, providing insights on client performance, sales trends, and potential areas for growth.
- Assisted in negotiating shipping rates and contracts with clients, ensuring profitability while maintaining competitive pricing structures.

● **EDUCATION AND TRAINING**

12/06/2023 – CURRENT

MASTER IN BUSINESS ADMINISTRATION Guglielmo Marconi University, Italy / UniAthena

16/06/2020 – 24/10/2021

MASTER'S IN INTERNATIONAL COOPERATION AND HUMANITARIAN AID KALU Humanitarian Institute

14/09/2012 – 09/05/2014

BACHELOR OF BUSINESS ADMINISTRATION Swiss Management Center University

● **DIGITAL SKILLS**

Microsoft Office (Word , Excel and Power Point) | Experience in ERP and CRM systems (Salesforce, Hubspot, Odoo, Vtiger, etc...) | USAID Systems (GLAAS, Phoenix, E3) | Data Analysis Software (SPSS, Tableau) | Project Management Tools (MS Project, Asana, Trello)

Key Skills

Time Management & Prioritization | Effective Communication & Presentation | Relationship Building & Client Engagement | Sales Pipeline Management | Budget Tracking & Forecasting | Procurement & Logistics | Multilingual (English, French)

● **AWARDS**

Awards.

- **December 2021:** Mission Honor Award, for excellent teamwork in assuming additional duties during a nine-month critical staffing gap in USAID/Cameroon.
- **December 2021:** Meritorious Honor Award, for incredible leadership, teamwork, and dedication to expand access and uptake to essential malaria services to over 7 million Cameroonian people.
- **April 2021:** USAID ON-THE-SPOT AWARD for excellent teamwork in assuming additional duties during a nine-month period during a critical staffing gap.
- **December 2017:** Department of State Certificate of Appreciation, for providing highly valuable support services and assistance to persons assigned to or on temporal duty for the USAID/OTI-Office of Transition Initiatives program in the Far North Region of Cameroon.
- **December 2017:** Mission Honor Award, for exceptional professionalism, innovation, positive spirit, and commitment to supporting the expansion of the USAID Cameroon Country Office.
- **December 2015:** Mission Honor Award, for extraordinary teamwork and dedication in making the Embassy Yaoundé 2015 Independence Day celebration a true reflection of the diversity, dynamism, and character of the United States.

● **ON-THE-JOB TRAINING:**

Job Related On-The-Job Training:

- USAID Acquisition and Assistance Management for Agreement/Contracting Officers Representative(A&A104) training in Accra-Ghana, November 25 to December 8,2018.
- USAID Project and Activity Design and Implementation training in Accra-Ghana, April 9-13,2018.
- USAID/West Africa Regional Environmental Compliance and Environmentally Sound Design and Management(ESDM) in Project Implementation in Akosombo (Ghana), October 23 - 27, 2017.
- USAID PFA Programming Foreign Assistance training in Washington DC, May 12-21, 2017.

● **ADDITIONAL INFORMATION:**

Job Related Certifications:

- Athena Global Education U.K./Westford Education Group (WEG): Executive Diploma in Procurement and Contract Management, April 2024
- U.S. Federal Acquisition Institute: Level II Certification - Contracting Officer's Representative, May 2021
- U.S. International Institute for Procurement and Market Research: Certified Procurement Professional, April 2020.
- UK, APMG International: Certificate in Project Management for Development Professionals(PMD Pro), January 2020.
- University of Virginia through Coursera: Fundamentals of Project Planning and Management, October 2015.

● **LANGUAGE SKILLS**

Mother tongue(s): **ENGLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	C2	C2	C2	C2	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DRIVING LICENCE**

Driving Licence: B