

EMMANUEL OPEYEMI

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Gender: Male

Nationality: Nigerian

Enthusiastic administrator, eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of job description, tasks and training. Motivated to learn, grow and excel in the organization. Excellent reputation for resolving problems and improving customer satisfaction.

Skills

- Project Management
- Customer Relationship Management
- Administrative Skill
- Interpersonal skills
- Sale and Marketing
- Problem solving skills
- Cold Calling
- Digital marketing
- HTML, CSS AND JAVASCRIPT

Work History

**Jan 2019 -
Mar 2020**

Sales Executive

PHLENU NIGERIA, Ikeja, Lagos, Nigeria.

- Increase sales by implementing aggressive new merchants on boarding.
- Maintained personal relationships and provided support for new and existing merchants.
- Gives weekly report of new boarded merchants through the use Jira desktop and mobile app.
- Drove team and company profits by developing and strengthening relationships with industry partners and potential merchants
- Maintained detailed records of sales progress, inventories and marketing success to better align goals with company priorities.
- Managed entire sales cycle across customer accounts, proposing and closing sales to achieve total revenue growth, profit and customer satisfaction plans.

**Jul 2016 –
Apr 2017**

Sales Head

iRepair, Ikeja , Lagos, Nigeria.

- Designed and implemented New marketing Strategic Plan for the organization.
- Built and maintained customer relations for the organization.
- Presented sales, revenue expense reports and realistic forecast to the management team.
- Implemented and managed Customer Relationship Management System (CRMs) effectively, in order to optimize technology and support healthy client communication
- Developed working knowledge of CRM to effectively track sales leads and activities.
- Provided best-in-class real-time sales support for customers while leading by example for sales team members.

Jul 2015 - Apr 2016 **Administrative Assistant**
National Youth Service, Lokoja, Kogi, Nigeria.

- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
- Performed general office duties, including answering multi-line phone system, routing calls, delivering manages to staff and greeting visitors.
- Supported logistic for programs, meeting and events, including room reservations, agenda preparation and calendar maintenance.
- Coordinated travel arrangements, including booking airfare, hotel and ground transportation
- Provided front desk support and other clerical assistance as required.
- Assisted in the performance of all administrative duties as assigned.

Education

Jan 2016 - Dec 2016 **Certificate: Computer Networking**
New Horizons - Lagos, Nigeria

Feb 2011 - Jan 2015 **Bachelor of Science: Industrial Relations And Personnel Management**
Lagos State University - Lagos, Nigeria

Sep 1999 - Jun 2005 **High School Diploma**
Merit-Land Secondary School - Ogun, Nigeria

Software

Microsoft Word
Microsoft Excel
Microsoft Power Point



Languages

English
Yoruba
French



Certifications

Oct 2016 *Microsoft Office, Microsoft Inc*

May 2015 *Project Management Professional*

Surfing the internet, Reading

Taking research and reading business and motivational books online