

PROFESSIONAL SUMMARY

Emmanuel is a skilled accounting graduate with a strong academic background in financial management, auditing, and tax planning. He is a problem solver and proficient in accounting software and other financial tools and skills needed to help organizations achieve their financial goals. Seeking to leverage his skills and experience to contribute to the success of any organization

EDUCATION

University of Nigeria, Nsukka [UNN] Programme: Bachelor of Science in Accounting Academic Standing: Second Class Upper [4.45/5.0] Relevant Coursework: Financial Accounting, Advanced Taxation, Auditing, Financial Management, Business Policy as well as other courses	2023
Okota Senior High School, Okota, Lagos State Programme: West African Senior School Certificate Examination [WASSCE]	2018

WORK EXPERIENCE

Management Consultant Ejefarms	Jan 2024 - Present
<ul style="list-style-type: none">Developed comprehensive business plans encompassing strategic objectives, operational strategies, and financial projections to guide company growth and profitability.Conducted extensive market research, analyzing industry trends, competitive landscape, and consumer behavior to inform strategic decision-making.Utilized advanced financial modeling techniques to create detailed financial projections, including income statements, statement of financial position, and cash flow statements, ensuring accuracy and reliability.Collaborated closely with cross-functional teams, including sales, marketing, and operations, to gather input and incorporate diverse perspectives into business planning processes.Presented business plans and financial projections to executive leadership, investors, and stakeholders, effectively communicating complex concepts in a clear and compelling manner.Monitored and evaluated key performance indicators, tracking progress against targets and identifying areas for improvement or adjustment.Proactively identified risks and opportunities, conducting scenario analysis and sensitivity testing to assess potential impacts on business outcomes.Stayed abreast of industry developments, economic trends, and regulatory changes, providing insights and recommendations to support strategic decision-making and mitigate risks.Provided strategic guidance and support to management teams, facilitating the implementation and execution of business plans and initiatives to drive sustainable growth and profitability.	
Inventory Officer & Sales and Distribution Officer Nibbles Bakery [Lagos, Nigeria]	Nov 2023 – Jan 2024
<ul style="list-style-type: none">Ensure that all bakery inventory, including raw ingredients, completed goods, and packaging materials, is kept up to date.Regularly perform physical counts to find disparities and reconcile stock levels.To reduce losses and maximize stock levels, put effective inventory management measures into place and supervise their supervision.Determine the ideal inventory levels in conjunction with the bakery manager by taking into account sales projections and production schedules.Order supplies for packaging and raw materials as soon as possible to guarantee continuous manufacturing.Verify that all items in incoming shipments are accurate and up to the bakery's requirements by inspecting them.Kept proper record of goods sold on the sales book and ensure the right amount of goods paid for are supplied.Responded to customers questions and offered information on the cost and availability of the goods.Increased revenues by recommending new products and giving recommendations on purchasing.Created professional relationships with customers in order to promote loyalty, retention, and rapport.	

- Develop and implement digital marketing campaigns for various clients across multiple social media channels to cultivate brand awareness
- Masterminded highly successful digital strategies for various platforms to attract customer engagement.
- Increased customer acquisition and ROI through continuous optimization, testing and experimenting with ad creative work, audience targeting and placements.

Freelance Telemarketing Representative | Tenportion [Lagos, Nigeria]

Oct 2022 - Sep 2023

- Initiated and carried out outbound calls to potential clients from databases or lists that were provided.
- Shown in-depth understanding of the goods or services being sold and skilfully explained their qualities and advantages to potential customers.
- Developed and maintained effective communication with clients by politely and competently responding to their questions, worries, and objections.
- Helped enhance telemarketing methods, provided feedback and insights on client reactions and market trends.
- Worked closely with the sales and marketing teams to make sure that telemarketing efforts were in line with the more general sales and marketing goals. Additionally, consistently met or exceeded the company's sales goals, quotas, and key performance indicators (KPIs).

Machine Operator | Woodco [Abuja, Nigeria]

June 2022 - July 2023

- Follow specified safety guidelines and maintenance schedules for using and maintaining woodworking equipment.
- Assure the effective and seamless functioning of machinery by carrying out regular maintenance, adjusting as needed, and ensuring peak performance to avoid downtime.
- To minimize product faults and guarantee adherence to quality control requirements, monitor production processes to detect and rapidly address any issues or malfunctions.
- Contribute to an effective and well-organized workflow by working together with the production team to accomplish manufacturing goals and deadlines.
- Respect business policies and guidelines on workplace safety, such as the appropriate use of PPE and the application of best practices to foster a secure work environment.
- Encourage a workforce that is knowledgeable and skilled by supporting the training of new machine operators and exchanging best practices and expertise.

Baker | Nibbles Bakery [Lagos, Nigeria]

Oct 2019 - Aug 2021

- Operated and maintained bakery equipment, including ovens and mixers.
- Produced consistently high-quality baked goods for customers.
- Trained and supervised new employees on bakery operations and procedures.
- Resolved customer concerns with positive approach and constructive strategies.
- Packaged and labeled baked goods with accurate descriptions and ingredients in compliance with health and safety codes.

Private Tutor | PAGMOBISS [Lagos, Nigeria]

March 2018 - Feb 2020

- Assist students in many important areas one-on-one with individualized, stimulating instruction to improve their comprehension and grades.
- Provide individualized lesson plans and instructional techniques based on the unique learning preferences, strong points, and areas in need of development of each student.
- Evaluations, exams, and assignments are used to track students' progress. In order to promote ongoing improvement, teachers offer helpful criticism and direction.
- Ensure that the classroom is a welcoming and stimulating place where students are inspired to study and are encouraged to participate and think critically.
- Provide regular updates on student achievement, talk about areas for growth, and work together on academic success approaches by communicating with parents or guardians in an efficient manner.
- To create engaging and dynamic learning experiences, make use of a range of instructional materials, such as technology, multimedia, and practical exercises.

Teacher | Young Nation Schools [Lagos, Nigeria]

January 2017 - October 2019

- Worked as a student teacher, taught students in SS1- SS3 Financial Accounting, Commerce, Economics and Cristian Religious Studies.
- Prepared quizzes, tests and examinations to gauge how well students were learning.
- Completed student progress reports mid-term to notify students and parents of strengths and areas of improvement.

Sales Assistant | Augustina Enterprise [Lagos, Nigeria]

Aug 2016 - January 2017

- Supported customers promptly and courteously over the phone and in person.
- Responded to customers questions and offered information on the cost and availability of the goods.
- Created and maintained aesthetically pleasing surroundings by organizing store item racks and displays.
- Increased revenues by recommending new products and giving recommendations on purchasing.
- Created professional relationships with customers in order to promote loyalty, retention, and rapport.

LEADERSHIP EXPERIENCE

Director of Audit – Certified Accountancy Student- Auditor and consultant(CASAC)

Nov 2022 – Aug 2023

- Actively participated in financial statement audits by carrying out walkthroughs and testing procedures and making sure that auditing rules and standards were strictly followed.
- Sought internship opportunities for the association and attended team meetings and training courses often to update my knowledge and abilities in auditing and accounting.

Sectional Head - Nibbles Bakery, Okota

April 2021 -- Aug 2021

- Demonstrated leadership by supervising the baking department, leading a team of employees, and guaranteeing efficient production procedures.
- Developed a culture of quality and professionalism, gave thorough direction, and successfully trained and onboarded new employees.
- Consistent product quality was ensured by rigorously monitoring and implementing standard operating procedures to maintain quality requirements.
- Cultivated a solid rapport with customers, responded quickly to issues, and made sure they were completely satisfied.
- Effectively collaborated with management and other department heads to guarantee efficient bakery operations and compliance with corporate goals.
- Imposed strict requirements for cleanliness, safety, and hygiene in order to assure adherence to industry rules and a secure working environment.

VOLUNTARY ACTIVITIES

Assistant Chairperson/Secretary, NUASA Electoral Committee

July -2023

- Organized and oversaw the departmental election, making sure everything went through without a hitch, from maintaining records and resolving issues to informing everyone and guaranteeing fairness.

Head of Interview Committee, Editorial Board- CASAC

July -2023

- Worked with a team of five people to conduct interviews, accurately transcribing them, creating articles, and reviewing other authors' work.

Member, Academic Board- NUASA

April 2020- March 2023

- Organized and conducted tutorials for students in courses such as accounting, economics, and finance and helped students to better understand course material and improve their academic performance

CERTIFICATION

- React.js intermediate with KodeCamp 3.0 Dec. 2023
- Power Bi Beginner to Pro Workshop With Pragmatic Works Oct. 2023
- Basic Excel and Sage50 Accounting software training with Certified Accountancy Students, Auditors and Consultants, UNEC Chapter. July 2023
- JavaScript Essential Training with LinkedIn Learning Sep. 2022
- Human Resource, Development and Employability Summit with Prudential Auditors and Consultants, UNEC Chapter Feb. 2020

AWARD AND ACHIEVEMENT

- Award of Honour for commitment, availability and sacrifices - Certified Accountancy Students, Auditors and Consultants, UNEC Chapter 2023
- Nominated for the award of the academic personality of the year - NUASA, UNEC Chapter 2023
- Best Graduating Student - Okota Senior High School 2016
- Best Student Award of the Business Students Association - Okota Senior High School 2016

SKILLS AND INTEREST

Skills: Web Development, Data analytics, Microsoft word - intermediate, Excel - intermediate, Sage50 Accounting software (Basics), PowerPoint (Basics), Blockchain Knowledge, Digital Marketing, Public Speaking, Problem-solving, Leadership, Teamwork, Attention to Details, Work Ethics, Interpersonal Skill.

Language: Fluent in English Language.

Interest: Reading, Coding, Acquiring new knowledge and Volunteering.