

AKPOGADIE OGENERABOME FAVOUR

Administrative Officer | Data Analyst
| Sales Executive

PROFESSIONAL SUMMARY

I am a proactive and results-oriented professional with a strong background in administrative support, data analysis, and sales. I have Proven ability to manage business operations, analyze data for strategic decision-making, drive sales growth through effective customer engagement, and foster strong client relationships. Adept at streamlining processes, coaching team members, and leveraging data insights to achieve business objectives. I Holds a Master's degree and possesses excellent communication, analytical, and leadership skills.

PROFESSIONAL EXPERIENCE

BUSINESS ASSOCIATE AT PRIVATE FIRM | Jan 2025 - Present

- * Managed daily business operations and oversaw staff activities to ensure efficiency and productivity.
- * Conducted periodic data analysis to identify trends, insights, and opportunities for business growth and progress.
- * Effectively managed and resolved customer-related challenges, ensuring customer satisfaction.
- * Served as a key point of contact between senior associates and clients, facilitating communication and managing new client relationships.

SELF EMPLOYED | ONLINE TEACHING AND RESEARCH

Jun 2023 - Dec 2024

- * Provided coaching to children preparing for certification examinations, resulting in [quantifiable achievement if possible, e.g., a 15% improvement in average scores].
- * Organized supplementary classes for Key Stage 1-3 students, enhancing their understanding of core subjects.
- * Conducted research for Master's level students, contributing to their academic success.

TRANSSION HOLDINGS - TECNO MOBILE

Sales Executive Feb 2018 - Jan 2023

- * Collaborated with sales and marketing teams (Sales Representatives, Visiting Ambassadors, Trainers, and Supervisors) to achieve sales targets.
- * Managed company assets and resolved office-related issues efficiently.
- * Processed daily sales and inventory data with accuracy, generating daily and weekly

CONTACT

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SKILLS

- * Business Management: Operations Management, Strategic Planning, Client Relationship Management, Staff Oversight
- * Data Analysis: Trend Identification, Reporting, Insights Generation, Data Processing, Data Visualization
- * Sales & Marketing: Customer Engagement, Product Knowledge, Market Awareness, Negotiation, Business Development
- * Communication: Verbal, Written, Interpersonal, Presentation
- * Office Management: Record Keeping, Scheduling, Correspondence, Documentation
- * Organization & Time Management: Prioritization, Task Management, Event Planning
- * Leadership & Teamwork: Team Coordination, Training, Performance Support, Collaboration

ACADEMIC ACHIEVEMENT

- * Co-authored and presented a research paper titled "The role of physics, energy and climate change to a sustainable development" at the Academic Staff Union of Polytechnics (ASUP), Otefe-Oghara chapter, in 2015. The presentation was part of a conference themed "State security and economy development: Prospects and challenges to Nigeria."

* Mana

- * Processed daily sales and inventory data with accuracy, generating daily and weekly sales reports for the Sales Manager.
- * Documented and reported customer feedback, issues, and challenges, contributing to improved customer service.
- * Tracked and reported customer gift item information.
- * Participated in periodic evaluations of staff knowledge, skills, and work performance.

KEY ACHIEVEMENTS:

- * Revitalized and improved sales performance in under-performing outlet by 40% increase in sales within 6 months.
- * Successfully on boarded new dealers, ensuring consistent product patronage through effective follow-up, contributing to a 15% expansion of the dealer network].
- * Proactively communicated brand updates, market trends, and pricing adjustments to dealers.
- * Negotiated favorable product costs with suppliers, supporting increased sales margins for dealers.
- * Cultivated strong and lasting relationships with customers, leading to improved customer retention.

NATIONAL YOUTH SERVICE CORPS (NYSC)

Basic Science Teacher & Secretary to the Headmaster | Community Primary School Opolo, Bayelsa, Nigeria | May 2016 - Apr 2017.

- * Taught basic science courses to primary school students.
- * Performed data analysis, organization, and processing of school records.
- * Prepared correspondence, minuted meetings, and handled other administrative tasks as Secretary to the Headmaster.

KEY ACHIEVEMENTS:

- * Established positive relationships with school administrators, teachers, colleagues, students, and parents.
- * Initiated new adult education learning centers under the Community Development Service (CDS) program, promoting mass adult literacy and enrolling 30+ adult learners.
- * Served as Vice Principal of the Community Development Service (CDS) group.

EMVAL NIGERIA LIMITED

Industrial Attachment (IT) | Delta State, Nigeria | Jun 2013 - Feb 2014

- * Supported the Health, Safety, and Environmental (HSE) department and the Quality Control/Quality Assurance (QC/QA) team.
- * Organized and processed departmental data, including reports, community agreements, and work permits.
- * Analyzed and visualized data related to staff adherence to safety protocols.
- * Managed communication, including recording messages, typing correspondence, and minuting meetings.
- * Conducted and ensured regular fire drill exercises for all staff.

EDUCATION

South America University (Affiliate - Joint Professional Training Institute JPTI)

* MSc in Environmental and Petroleum Technology Management | Jun 2017 - Oct 2018

* PGD in Environmental and Petroleum Technology Management | Oct 2016 - Jun 2017

Delta State Polytechnic Otefe Oghara, Nigeria

* HND in Physics with Electronics | Feb 2013 - Sep 2015

Delta State School of Marine Technology Burutu, Nigeria

* ND in Science Laboratory Technology | Feb 2010 - Sep 2012

Awodi-Ora Senior Secondary School, Lagos, Nigeria

* WAEC | Sep 2000 - Sep 2007