

IBEAJI NWABUAWELE HENRIETTA

19a kufeyiji Street agodi gate, Ibadan Oyo state

Tel: +234 (0) 7062433723 Email :hibeaji@gmail.com

SUMMARY

Confident, Diligent, analytical and well-trained Business Analyst and administrative professional with over four years' experience in wide range of Administration and Business Support Tasks.

WORK EXPERIENCE

June 2019– December 2019: Greywheels; Business Analyst and Virtual Personal Assistant

- Directed daily Company administrative processes and procedures.
- Managed Company's Social Media Pages
- Served as Coordinator executing Company's incubation business services including Legal, Branding, Digital, Virtual and Office shared spaces and Set up.
- Carried out Market Research and Virtual business development; opening up new prospective client opportunities.
- Maintained Positive Client and Vendor relationship and maintained effective communication between Vendor and Strategic Partners
- Coordinated Purchase of Raw materials and supplies
- Monitored Product Inventory

September 2018– March 2019 : Direct Auto Trade; Office Manager

- Supervised Employees
- Kept Shelves/Inventory Stocked
- Created Work Schedules to ensure smooth running of organization
- Suggested and created Company social media pages to improve sales
- Attended to Customer enquiries
- Arranged Necessary Auto Repairs
- Scheduled meetings and appointments
- Received vehicles and entered them in Company inventory
- Ensured all Cars are locked and in good condition at the close of Business

June 2016 – June 2018: Weatherford Nigeria; FrontDesk Executive/Customer Care Representative /QHSE Representative

- Coordinated Office meetings
- Answered telephone, screen and direct calls; took and relayed messages to the appropriate party
- Ensured knowledge of staff movement in and out of organization.
- Coordinated maintenance staff to ensure the office is tidy and well maintained at all times
- Coordinated and delivered safety meeting presentations.
- Attended safety meetings with customer's company
- Gave monthly or weekly reports on Safety issues.
- Procured Safety needs of the Office and staff house
- Conducted Safety inductions for new staff and visitors.
- Managed the staff house and workers.

April 2014– June 2014: Global Emirates Vacations; Sales Executive

- Facilitated presentations to clients about company's product
- Customer Relationship Management and proffered adequate support for prospective and existing clients.
- Conducted contract Administration Requests including Adds, deletes and change
- Completed and maintained accurate sales forecasts, data gathering and reports for Business Managers.
- Conducted Post Sale Follow up in coordination with service delivery engineer as appropriate.
- Created new travel/tourism plans for Customers.
- Created and Carried out reward system for Customer referrals.

April 2013 – February 2014: NYSC Programme

Amaenyi Girls Secondary School, Awka; Biology Teacher

- Taught Biology subject among Senior Secondary Students { 1 and 2 } following the scheme of work
- Composed Lesson notes and Practical Guidelines following Scheme of Work
- Carried out Practical demonstrations following the scheme of work
- Arranged periodical test examinations and gave grades.
- Reported to my Head of Department on progress report of the students
- Gave Extra Lessons to prepare Senior Class for Finals

August 2013- October 2013: Hennessy; Brand Promoter

- Facilitating presentations to clients about company's product
- Rewarding loyal customers with branded gifts
- Give report to Sales Manager on projected Sales and Competitor activities.

EDUCATION

University Of Ibadan, Ibadan

B. Sc (Zoology)

2nd Class Honors (Lower Division).

October 2012

CERTIFICATIONS

- **Bureau Veritas**

OH/SMS Auditor/Lead Auditor Training

April 2015

SOFT SKILLS

- Relationship building-Possess the personal charisma and confident communication skills to work effectively in teams, as well as the ability to work with team members and inspire them to effectively achieve stated goals.
- Interpersonal skills-Strong ability to relate with people, diffuse potentially explosive situations, mend relationships and work in teams
- Public Speaking – Delivered oral reports and marketing presentations to groups of people.
- Leadership – Initiated and delivered weekly trainings on Health and Safety Management to guarantee successful projects.
- Time and Conflict Management – Facilitated projects within strict deadlines with people from diverse backgrounds.
- Excellent Customer Service.

TECHNICAL SKILLS AND LANGUAGES

Microsoft Office - Proficient

Data Analysis – Beginner

French- Beginner