



Mfon Essien Otung

Business Process Manager

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Languages

English ● ● ● ● ●

German ● ● ● ● ●

Annang ● ● ● ● ●

Computer Skills

Microsoft Word ● ● ● ● ●

Microsoft Excel ● ● ● ● ●

Powerpoint ● ● ● ● ●

LaTeX ● ● ● ● ●

Django ● ● ● ● ●

Python ● ● ● ● ●

HTML/CSS/Bootstrap ● ● ● ● ●

Other Skills

Communication ● ● ● ● ●

Project Management ● ● ● ● ●

Negotiation ● ● ● ● ●

Research ● ● ● ● ●

Analysis ● ● ● ● ●

Hobbies

Research, Singing, Travelling, Listening to Music

Work Experience

- March. 2020 – December 2022 **Business Process Manager** Princestandford Global Management Consultancy Firm Ltd.
- Communication Project Management Agile Methodology
- Analysis and Design Business Process Modeling
- Identifying, detecting and creating business processes
 - Solving process-related challenges
 - Facilitating any company process workshop
 - Providing training programs on new processes as needed
 - Preparation, maintaining and updating of business process reports
- Nov. 2012 – Mar. 2020 **Business Development Officer** JK Consulting Co. Ltd.
- Project Management Communication Negotiation
- Persuasion Research and Strategy
- Preparation of Gantt Chart
 - Writing of EOI/Proposal
 - Writing of Training Modules
 - Facilitation of Training
 - Marketing of the company's products and services
- Nov. 2010 – Oct. 2011 **National Youth Service Corps Member** Anambra State Secretariat
- Computation Customer Service
- Preparation of Retirement Benefits
- Mar. 2007 – Aug. 2007 **Industrial Trainee** Michelle Laboratories Ltd, Enugu, Nigeria
- Communication Time Management Analysis Teamwork
- Identification of pharmaceutical raw materials
 - Drug disintegration and dissolution tests
 - Production and blistering of drugs
 - Corking and final packaging of drugs

Education

- September 2002 – April 2010 **Bachelor in Chemical Engineering** Modibbo Adama University of Technology, Yola
- (formerly known as Federal University of Technology, Yola)
- Some important Courses:*
- Thermodynamics, Polymer Science and Technology, Chemical Reaction Kinetics, Biochemical Engineering, etc
- Project Title: Level of Heavy Metals in Dust from Homes in Yola**
- Collection of dust samples from different homes of the study area, Identification and analysis of heavy metals in the dust, determination of their lethal doses and their possible effects on humans.
- July 2002 **Joint Admissions and Matriculation Board Universities Matriculation Examination** Akwa Ibom, Nigeria
- Sep. 1994 – June. 2000 **West African Senior School Certificate (W.A.S.S.C.)** Immaculate Conception Secondary School, Akwa Ibom, Nigeria
- Some important Subjects:*
- English, Mathematics, Biology, Chemistry, Physics, Agriculture, Economics and French

Professional Training

- 07.2016 **Management Trainer** Centre for Management Development, Abuja, Nigeria
- 07.2016 **Fellow, Certified Management Consultant** The Institute of Management Consultants, Abuja, Nigeria

March 19, 2023

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