

EUNICE OLUJOBI

PROJECT MANAGER

Contact

Address

Lagos, Nigeria

Phone

07038944271

E-mail

eunice.olujobi@gmail.com

Skills

Communication

Delegation

Motivation

Report preparation

Teamwork

Customer Relationship

Time management

Multitasking

Flexibility

Dedicated and focused professional offering excellent communication, planning and prioritization skills demonstrated through 6 years of performance. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

Work History

TECHDAVEZ INTEGRATED SYSTEMS. NOV 2017 TILL DATE

PROJECT MANAGER

- Lead, direct and mentor Team members to achieve maximum output.
- Organizing and motivating a project team.
- Managing office supplies for team maximum output
- Analyzing and managing sales risk.
- Host daily stand-up meetings.
- Coach team members.
- Intermediate between Management body and Team members.

**BAYELSA STATE MINISTRY OF WORKS AND INFRASTRUCTURE, (HRM)
NOV 2016-OCT 2017**

ADMINISTRATIVE ASSISTANCE

- Disseminating and receiving information with the use of Computer.

**Doctors Welfare Scheme, LAUTECH Teaching Hospital, Ogbomoso
July 2013 - June 2015**

ADMINISTRATIVE OFFICER

- Coordinating schedules.
- Arranging meetings.
- Distributing memos and reports and ensuring everyone is Kept current of necessary information.
- Prepares monthly and annual financial report.

Education

2009-09 -
2015-12

**Bachelor of Technology: PURE AND APPLIED
PHYSICS**

LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY
OGBOMOSO OYO STATE

Accomplishments

- Led team successfully to accomplish the organizational goal and satisfy customers.

Professional telephone
demeanor

Recordkeeping

Self Motivation

Staff education and
training

Route dispatch

Service standard
compliance

Software

MSW

MSE

MICROSOFT TEAMS

MICROSOFT OUTLOOK

Languages

ENGLISH

YORUBA

- Telephone Service - Professionally processed 80+ calls per day, providing information and service to ensure customer satisfaction.
 - Compiled inventory lists and worked with vendors for product pricing and special orders.
 - Supervised team of 7 staff members.
 - Implemented unique communications and outreach initiative, improved ties with agencies and customers consequently.
 - Achieved great success in implementing office procedures and regulations in 4 state offices.
 - Successfully replaced old office supplies inventory with new, more efficient ones.
 - Streamlined vendor relations, as a result, obtained a 25% discount on all purchases.
 - Received Employee of the Month plaque for 4 months in a row, owing to exceptional office management acumen.
 - Cut supplies cost by 45%, by bringing on board an inexpensive but quality supplier.

Affiliations

- Graduate Member, Nigeria Institute of Management (Chartered) NIM **MAR 2018**
- Associate Member, Chattered Institute Customer Relationship Management (CICRM). **FEB 2018**

Certifications

- Scrum Master **JUN 2022**
- Proficiency Certificate in Management - **FEB 2018**
- Jobberman Soft-Skills Training **JAN 2021**
- Fundamental Digital Marketing –Google **APR 2021**
- Chartered Post-Graduate Diploma in Customer Relationship Management. **FEB 2018**
- Customer Service Professional. **FEB 2018**
- Google Analytics for Beginners **JUL 2021**
- Diploma Certificate in Customer Service & Marketing **JAN 2018**
- Basic First Aid Course, Nigerian Red Cross Society

Dec, 2017
Oct. 2017

➤ HIV/AIDS PET Trainer Course

Interests

✓ Acquiring new skills



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