



LEONARD IWEZOR

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ADMINISTRATIVE MANAGER

A committed Administrative Manager with extensive years of experience in IT and Oil & Gas sector. Achieved strong record in participating in coordination of administrative and clerical work, performs a variety of administrative and secretarial duties as required. Passionate about new challenges. Good presentation, documentation, negotiation & communication skills with keen abilities in planning, goal settings, strategy implementation and follow-up. He also excels in discovering customer needs, proffering solutions and handling rejections.

WORK EXPERIENCE

Admin. Manager/Sales Lead

Snell Gas Ltd., Ibeju Lekki, Lagos

January, 2020 – Present

(Snell Group supplies - Liquefied Petroleum Gas, Automotive Gas Oil to end users, retailers and other Services).

- I Identified reason for company's poor sales and proffer solutions which leads to over 92% increase in the company's daily sales.
- Processed administrative paperwork, updated personal files and daily operations of the assigned store.
- Maintained customer service quality standards by monitoring and enforcing company policies and procedures.
- Maintained strong and effective communication along with excellent customer service to create business to business relationships.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques before promotion

- I ensured the team are efficiently and productive to sells enough to hit the weekly target
- Leveraged proper communication channels to establish and prepare action plans and quickly resolve customer service issues.
- Support Branch Manager in establishing and controlling customer files in addition to implementing the communication of key performance objectives and assignments.
- Planning and scheduling executive meetings, conferences and teleconferences.
- Ensuring customer confidence and protecting business operations by maintaining confidentiality.
- Managing information flow in a timely and accurate manner and more.

Enterprise Account Manager - Computer Information Systems Nigeria (CIS Group) Jul 2012 – Aug, 2018

(Supplies, install and implement IT Infrastructure in Nigeria)

Some Key Project Achievement:

- **Digital EKO Signature Project (CCTV)** – EKO Hotel & Suites, Lagos – August, 2014/2016 (\$171,069.33)
 - Phase 1: Supplied HP Servers, Cisco Switches, Installation and Implementation
 - Phase 2: Switches Supplied & installation for **IP CCTV project** for both EKO Hotel Main Building and EKO Signature.
 - Supplied & Installation 13x LG Digital Signage units & Nevotek Unisign Software Solution
 - My positive impact on the project is that I managed all the products ordered and delivered to customer's site.
- **Nestle Nigeria** – I closed Annual Maintenance/Support Contract worth of **\$21,450** from 2012/2018
- **Africa Finance Corporation**, Ikoyi – Managed the Project with HP expatriate on Refresh of all HP Infrastructures - **\$286,400**. (October, 2014/2018).
- **Flour Mills of Nigeria Plc**- While supplying printers, I discovered the company had challenges on system, server and Printer maintenance which I introduced my support

team to ICT Manager that we're experts in Annual Support Services on Infrastructures and we open a contract with the company. Annually Support -**\$22,559 USD**.

Sales Executive - Computer Information Systems Nigeria (CIS Group) July 2008– July 2012

(Supplies, installation and implement ICT Equipment in Nigeria)

- Managing business relationships with customers, identified opportunities for growth and increased revenue for CIS Nigeria as well as improve the customer experience in imaging and printing solutions.
- Generated new business leads using existing contacts network and industry knowledge
- Managed 10-15+ accounts /prospects. Focus on customer within an excess of 2000 desk tops,
Developed respective plans for aggressive achievement of high value sales in timely fashion.
- Managed high revenue based opportunities commercially to meet revenue and margin growth strategies.

EDUCATION & PROFESSIONAL DEVELOPMENT

BSc Marketing, University of Uyo.

September 2001 – March 2005

- This course has exposed me to a wide range of skills in sales, corporate marketing, and managing clients' accounts across sectors, support services and administration.
- Managing organizational problems encountered in marketing management and customer orientation.
- Solutions to organizational problems in marketing management

Courses:

- Cooperative Operations and Management.
- Business Macro Economic Theory
- Financial Management.

Software skills:

- Microsoft Office (Outlook, Word, Excel, PowerPoint) etc.
- QuickBooks
- Dropbox
- Burli
- Adwords, Facebook

Certifications on the job to be qualified as a champion to sell each OEMs Product

- Selling HPE Enterprise Solution Professional
 - Sun Blade Servers Sales Specialist
 - Oracle Solaris Sales Specialist etc.
- **Referees are available on request.**