

ASSAN JENG



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SUMMARY

Dedicated Operations and Safety Manager with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.

EXPERIENCE

shareholder

Dulab Real Estate Afric Ltd. | January 2017 - Current

- Make decisions on Real Estate Strategies.
- Diffused challenging situations using conflict management techniques.
- Engaged with customers to better understand needs and deliver excellent service.
- Collaborated with team members to achieve target results.

Operations Manager

Icemate | January 2017 - Current

- Pioneering the startup of the company focused on packaging and marketing refined fruits.

HSSEQ Supervisor

Oryx Energies Gambia Limited (OEGL) | October 2021 - February 2024

- Serving as HSSEQ Supervisor for OEGL. The scope of sites encompasses 33 retail stations, LPG depot, Aviation depot and a lubricant storage facility.
- Provide hands on, ongoing HSSEQ Implementation support to all Affiliate depots/sites and stakeholders
- Ensure the implementation of HSSEQ guidelines, policies, plans and programs, their enforcement and continuous monitoring

SKILLS

- Teamwork and great social skills
- Great computer skills: Ms. Office
- Driving License, category B & C
- First Aider
- Fire Fighting
- Permit to Work
- Health and safety awareness
- Marketing
- Administrative support
- Public speaking
- Team leadership and motivation
- Budget management
- Project planning and coordination
- Negotiation techniques
- Basic maths
- Rapport building
- Networking
- Resourcefulness
- Public Relations

- Identify, assess and manage major hazards across the business activities of the Affiliate; ensuring that the assets and facilities are designed, built, maintained and operated in a manner to reduce the risks associated with the identified major hazards
- Keep track of and follow up on Hearts & Minds action plan completion in line with Group Targets
- Guide and participate in the annual review and update of all Risk Assessments, with process owners/teams
- Ensure all company Emergency Response Plans are kept up to date and tested, with Site Managers
- Ensure Contractor Management and Permit to Work processes are enforced at all sites
- Compile HSSEQ reports to HSSEQ Regional Manager and OEGL Managing Director to include HSSEQ KPI's and incident summaries
- Deliver staff and contractor HSSEQ Induction and awareness trainings on HSSEQ procedures

Acting Aviation manager

Atlas Energy | May 2021 - October 2021

- Managing the Atlas aviation depot in The Gambia
- Fuel delivery schedules & ensuring operational excellence
- Met supply requirements by strengthening inventory systems.
- Created purchasing and distribution strategies in line with wider business goals.
- Tracked inventory levels and optimised ordering strategies to meet availability needs whilst maintaining budget goals.
- Implemented product storage and flow strategies for minimal delays in fulfilling demand.
- Despatched transport personnel and vehicles to fulfill resupply requirements.
- Reordered and restocked at optimal times using data to record movement of goods.
- Managed fleet of over 5 Jet A1 delivery vehicles, planning routes and timings to maximise adherence to schedule.
- Implemented new technologies, enhancing operations and increasing production efficiency.
- Created and managed budgets for improved cost control.
- Formulated operational and administrative procedures to streamline processes.

INTERN

JURUTERA MNA, MALAYSIA | August 2020 - February 2021

- Providing administrative assistance for a civil engineering company.

- Inventory management
- IT literacy
- Google Workspace
- Professional telephone etiquette

EDUCATION

UNIVERSITI SAINS ISLAM
MALAYSIA

Negeri Sembilan

Master's Degree: MSc. In
Financial Mathematics

01/2021

GPA: 3.90

UNIVERSITY OF THE
GAMBIA

BACHELORS DEGREE: BSc.

In Physics (Honors)

01/2017

- Minor: Mathematics
- GPA: 3.6/4.3

ALLIANCE FRANCO-
GAMBIENNE
FRENCH A2

APPLE TREE
INTERNATIONAL HIGH
SCHOOL

IGCSE O'Levels

examinations: Merit

apple tree INTERNATIONAL
HIGH SCHOOL

checkpoint exams: Total

Score Math: 5.3, Total

Score Science: 3.8

- Collaborated with management and team members on end-to-end project needs, organising materials, facilitating communication and proofreading work.
- Booked client appointments via online systems and maintained master calendar.

DEPOT OPERATIONS SUPERVISOR

Oryx Energies Gambia Limited | December 2018 - September 2019

- Managing the Liquified Petroleum Gas (LPG) depot of Oryx Energies Gambia Limited.
- Monitored compliance with workplace policies and safety objectives.
- Tracked employee productivity, performance and task completion to meet quality standards.
- Aligned day-to-day activities with targets set by upper management.
- Developed professional relations with company employees of organisation to enhance trust and reliability.
- Trained staff to review and reconcile daily transactions to apply best management practices.
- Met monthly objectives by providing personalised, friendly and knowledgeable customer assistance.
- Equipped staff with knowledge and skills to reach company targets, coaching and mentoring new joiners and under performing employees in best operational practices.
- Displayed proactive problem-solving and query-resolution skills to provide superior customer service.
- Conducted evaluations to measure performance and progress of employees.
- Investigated and resolved customer complaints within target timescales to increase retention and loyalty.
- Identified high-ranking performance to promote and reward employees.
- Safeguarded timekeeping and personnel documents to maintain accurate records.
- Provided one-on-one coaching to improve productivity and skills of employees.
- Directed loading and unloading of shipments to manage smooth workflow.
- Performed keyholding responsibilities to guarantee timely opening and closing of store.
- Strategically planned shift schedules, processed holiday requests and granted leaves to optimise labour costs and productivity.
- Strategically delegated tasks throughout multidisciplinary team to yield maximum productivity.

Territory Manager

Atlas Energy Gambia Ltd | September 2017 - November 2018

- Overseeing 7 best selling fuel stations situated along the tourist development area, The Gambia.
- Continuously achieved or exceeded monthly sales targets by proactively cold calling leads, visiting customers and going the extra mile to achieve client needs.
- Regularly monitored territory sales with the station managers, ensuring targets were on track to achievement and adapting where required.
- Maintained friendly and professional customer interactions.
- Boosted team morale and overall sales volume by creating incentivising sales contests.
- Monitored sales team performance and provided training to help reach targets.
- Increased profitability by developing pipelines utilising multiple marketing channels and sales strategies.
- Mentored employees in successful selling techniques and encouraged cross-selling additional products and services.
- Liaised with potential customers to determine needs and provide recommendations.
- Educated customers on available processes and services to increase sales.
- Planned and executed promotional in store events to increase business and sales revenues.
- Created strategic sales plans, designed to increase sales, customer loyalty and market awareness.
- Created professional sales presentations to creatively communicate product quality and market comparisons.
- Forecasted product sales and achieved quarterly and annual sales objectives.
- Generated monthly and annual sales reports to determine growth and areas requiring improvement.
- Strengthened profit opportunities by managing time and resources to meet sales objectives.
- Conducted interviews and hired ideal candidates to complement workforce.

Project Manager

West Africa Pearl Afric Ltd | January 2013 - January 2017

- Ensure heightened sales in drinking water distribution throughout the country.
- Built collaborative working relationships with project teams.
- Enforced set quality standards to deliver key objectives and project KPIs.

Intern

Empass | January 2014 - June 2014

- Worked with the poultry department in importing both broiler and hatcher eggs for incubation, injection and distribution to different outlets.

- Executed administrative tasks under managerial supervision to optimise workflow.
- Supported meetings by preparing materials, setting up spaces and taking notes.
- Shadowed daily activities of office staff to gain understanding of scope of work.
- Evaluated existing practices and shared insights with management to aide in decision-making and help streamline processes.
- Inputted key metrics on spreadsheets to maintain updated information.
- Registered information on database to preserve accurate details.
- Recorded stock movement for up-to-date inventory documentation.

PERSONAL INFORMATION

- Age / Date of birth: 01/06/96
- Gender: Male
- Nationality: Gambian

WEBSITES, PORTFOLIOS AND PROFILES

www.linkedin.com/in/assan-jeng

<https://www.oryxenergies.com/en/country/gambia>

<http://juruteramna.com>

VOLUNTEER EXPERIENCE

- Professional Taekwondo Blue Belt Student. Link: "www.protaekwondo.cl" [2019]
- Member of The University of The Gambia Nationwide tour teaching and sensitization team [2017]
- Participated in an online conference with East Carolina University, University of Malaysia Terengganu and Universiteé Aboubekr Belkaid Tlemcen for promoting peace and understanding through a course in English [2017]
- Research participant in the effects of solar dusting on the efficiency of solar panels [2015]
- Project Manager – Over 100 solar mobile chargers assembled and distributed for free across the country [2014]
- Most Hard working and Best Science Student of the year, Apple Tree International School [2013]
- Head of Science student association at Apple Tree International High school [2011 – 2013]
- Attended Model United Nations, Marena International High School [2012]

LANGUAGES

English, Wolof: First Language

French:

A2

Mandinka:

B2

Elementary

Upper Intermediate

CERTIFICATIONS

- Basic First Aider certified
- Fire Fighter Training certified
- Bachelor's Degree (Physics) certified
- Master's Degree (MSc Financial Mathematics) certified
- Driver's License A certified

HOBBIES AND INTERESTS

- Horse riding
- Football
- Jogging
- Surfing the internet
- Taekwondo

CAREER GOALS

- Own a fortune 500 company

ACCOMPLISHMENTS

- Advanced from Internship to HSSEQ Supervisor quickly as result of my skills and problem solving techniques.
- Streamlined workflow by consolidating lengthy processes and redundant documentation which resulted in more effective and timely completion of Atlas' migration to Oryx Energies Gambia Limited.
- Participated in several certifications for Oryx Energies Gambia Limited, particularly ISO 9001:2015, 14001:2015 and 45001:2018.
- Enhanced operational and safety processes, implementing across department for increased productivity and profits with Oryx Energies Gambia Limited.

DRIVING LICENCE

- Category B auto
- Category C

