

OGUNGBANGBE GEORGE OLAKUNLE



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2-6 TEMPLE STREET, BURNLEY, UK. [BB11 3BD]

PERSONAL STATEMENT

A highly disciplined and hard-working individual looking for an organization that provides a professional environment for me to improve my skills and knowledge, grow along with the organization's goals and objectives and ultimately secure a full-time position within the organizational structure.

WORK EXPERIENCE

[2021 - 2022]

❖ PREMIUM GRAPHICS LIMITED | Lagos, Nigeria.

Business Development Executive/Admin/HR

The following are some of the roles/activities I was responsible for within the company: -

- Writing and replying mails to and from clients, business partners, government agencies, suppliers etc.
- Using my detailed knowledge on the products and services offered by the company to source-out customers, business partners and the likes.
- Raising, Posting, Printing, Photocopying and filing of Customer/Client Invoices and Receipts primarily via accounting software like Sage50 Accounting.
- Raising, Printing, Photocopying and filing of Customer/Client Waybills to show POD (*Proof of Delivery*) for Invoice processing/payment by Customers/Clients.
- Sending of Invoices and waybills to corporate clients for payment.
- Taking notes and comments from meetings/interactions with clients and business partners alike on any complaints that arise either from the production/delivery of OOH/POSM materials or general complaints made towards the company.
- Organizing of seminars/events/trainings for the company and its employees. (*For example, HIV/AIDS Consultation Seminars, Training Workshops for specific departments or generally for all staff, end of the year party etc.*)
- I was the company's SEDEX (Supplier Ethical Data Exchange) officer, I was responsible for keeping the company up to date with everything SEDEX related which included noting updates from the SEDEX (*either through their platform or by mail*), ensuring our membership is active and running, ensuring our 4-Pillar SEDEX audit document is valid/noting when it expires etc. I was also responsible for liaising with other departments to ensure that the SEDEX ethical codes are followed consistently.

EDUCATION



Manchester Metropolitan University, Manchester, UK.
Master of International Tourism and Hospitality Management [MSc.]
(2024 / Current)



Afebabalola University, Ado-Ekiti, Ekiti State.
Bachelor of Science Tourism & Events Management [B.Sc.]
(2015-2019)



NECO [National Examination Council].
(2015)



WAEC [West African Examinations Council].
(2015)



Towergate Private Secondary School, Ipaja, Lagos State.
Secondary School Leaving Testimonial [SSLT]
(2009 - 2015)

- Preparation of Quotations for Customers/Clients via MS Excel calculations which may furtherly be formally-transformed into a PFI (**Pro-Forma Invoice**) Document for easy/at-a-glance interpretation by Customers/Clients (**Especially Corporate Clients**).

[2023]

❖ MAIL IMPEX GLOBAL RESOURCES LTD | Lagos, Nigeria.

Customer Care Executive

The following are some of the roles/activities I was responsible for within the company: -

- Understanding the in-house services provided by the company and marketing said-services properly to customers.
- Assisting customers with the creation, payment-processing, tracking and pick-up/delivery of their shipments.
- Assisting customers with their complaints, inquiries / enquiries, and the likes.
- Advising customers were needed in understanding how shipment works with Mail Impex Global. (**For Example - Sea Freight Shipment is cheaper than Air Freight Shipment but takes more time to get to Nigeria**).
- Assisting the Ware-House staff in calling customers who have been previously-contacted to pick-up their shipment but are yet to do so. (**This is very important as after a period of time, shipments left in the warehouse will start accumulating DEMURRAGE fees**).
- Answering phone calls on behalf of the company and ensuring correct information is given to either customer's or potential business partners.
- Scanning, Photo-copying and Printing of Important documents for customers.
(For Example, for imported car shipments, the custom-papers will need to be printed/photocopied and given to the customer that owns said car-shipment[s])

PROFESSIONAL AFFILIATIONS



Glocal Trends Marketing and Communications Ltd, Osun State.

Board of Directors [BOD]
(2019 - 2023)



Interlink Multiconcept Ltd,
Lagos State.

Board of Directors [BOD]
(2024 - Present)

ONLINE PROFESSIONAL PROFILES



www.linkedin.com/in/olakunle-ogungbangbe-250918295

HOBBIES AND INTERESTS

- Table-Tennis.
- Ping-Pong.
- Video-Games.
- Board-Games.
- Playing Cards.
- Music.
- Movies.
- Tech.
- Politics.
- Volunteer-Work.

REFERENCE / REFEREE

NAME: Mr. Akeem Mustapha

POSITION: (Former) General Manager / Heads of Account at Premium Graphics Ltd

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EMAIL: mustapha.akeem@gmail.com

NAME: Mr. Alex Uten

POSITION: HR Manager at Mail Impex Global Resources Ltd

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