

CORE QUALIFICATIONS / PROFESSIONAL SKILLS

- Written, Verbal and Non-Verbal Communication skills.
- English writing and speaking skills.
- Multi-Lingual - English, Yoruba, Pidgin / Broken English.
- Administrative skills.
- Computer / IT skills.
- Analytical skills.
- Critical-Thinking / Problem solving skills.
- Customer Service skills.
- Time Management skills.
- Decision Making skills.
- Negotiation skills.
- Resourcefulness.
- Emotional Intelligence.
- Technical knowledge.
- Detail-Oriented.
- Active Listener.
- Tenacity.
- Team-worker.
- Adaptability.
- Can-do attitude.
- Creative Thinker.
- High levels of Accountability, Efficiency and Accuracy.
- Multi-Tasker.
- Dedicated and Goal-oriented.
- Diversity in knowledge and practical application.
- Proficiency in software like - MS Suite, WPS Suite, Google Sheets, Sage/Peachtree, CorelDRAW and Video editing software.

EDUCATION



**Manchester
Metropolitan
University**

OGUNGBANGBE GEORGE OLAKUNLE



(+44) 07918243675



GEORGE OGUNGBANGBE13@GMAIL.COM



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.

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)

PROFESSIONAL AFFILIATIONS



- 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]**)

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](https://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

PHONE NO: (+234) 803 590 9168

EMAIL: mustapha.akeem@gmail.com

NAME: Mr. Alex Uten

POSITION: HR Manager at Mail Impex Global Resources Ltd

PHONE NO: (+234) 810 276 0016

EMAIL: recruix@gmail.com