

# OJEAGA ANDREW

## ADMINISTRATIVE / SALES MANAGER



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### PROFILE

Dedicated and accomplished Administrator and salesmanship with over 3 years' experience. I am a multi-talented sales and service expert and result driven administrator, passionate about process improvement and producing unparalleled results. I have acquired hands on quality work experience and practices spanning across mind resource management, knowledge transfer modification, process monitoring, tracking and reporting, presentations, business administration and maintaining the utmost confidentiality revenue generation. Flexible and versatile enough to handle work descriptions within and outside the scope of my experience.

Solid interpersonal relationship management and communication skills, with ability to build on credibility and gain senior management and team's respect and trust quickly. I am looking forward to give tangible and intangible value to organizations & clients towards achieving purpose, while developing self

### Key Strengths

- *Strategic market position*
- *Project Management*
- *Tactical Execution*
- *Communication Skills*
- *Team Coordination*
- *Microsoft Office Packages*
- *Report Writing*
- *Quality Control and Assurance*
- *Team Coordination*
- *Client Relationship Management*
- *Time Management*
- *Problem Solving*

### COMPETENCY HIGHLIGHT

- *Knowledgeable with process coordination, management and improvement.*
- *Very good at maintenance planning, strategy development and implementation.*
- *Ability to develop creative concepts, solutions, attention to details & use of initiative*

### PROFESSIONAL EXPERIENCE

#### **GOLDENLUCK INDUSTRIAL AND ENGINEERING NIG LTD LAGOS      2020**

***Job description: Executive sales manager /head of operation***

#### ***Key Responsibilities:***

- *Responsible for maintaining a deep understanding of marketplace trends and competitor activity. To pro-actively develop new opportunities in fresh market.*
- *Business to business and business to client communications. Working with a broad range of internal teams (marketing, account, admin) to support the sales effort.*
- *Manage the sales cycle from inception to execution*
- *Conducts bid analysis and deal execution, ensuring to buy, sell and renegotiate/renew contract at best price.*

**Job description:** *Executive sale officer/ supervisor*

**Key Responsibilities:**

- *Built sales roadmap in line with sales target across the portfolio of business to business brands*
- *Team Lead*
- *Expand client base by setting up meeting and telephoning marketing decision- makers and agencies via email as well.*
- *Acted as key point of contact for the company, ensured a high standard of customer service.*

**FOUNTIAN OF WISDOW INTERNATIONAL SCHOOL**

2015

NNEWI, ANAMBRA STATE

**National Youth Services Corp**

**Job description:** *Subject teacher*

**Key Responsibilities**

- *Maintaining a safe and happy learning environment for all pupils*
- *Classroom and behavior management ensuring all students are developing*
- *Maintaining discipline in a challenging classroom environment*
- *Establish positive relationship with students to facilitate learning*

**MONDILLO NIGERIA LIMITED PLC. ABUJA**

**Student industrial training (SIWES)**

**Job description:** *Secretary to the Chief executive officer (CEO)*

**Key Responsibilities:**

- *Effective handling of company taxation with FIRS, landed properties*
- *Making sure those companies demands are meant timely both in Nigeria and overseas.*
- *Scheduling meetings and presentation*

**JIHANS NIGERIA LIMITED ABEOKUTA**

**Job Description:** *Logistic Assistant Manager*

**Key responsibilities:**

- *Prepared the annual revenue/budget for the workshop.*
- *Revised and followed up on all the contracts and subcontractors working for the company.*
- *Ensured all related maintenance steps as well as work instructions were followed.*
- *Controlled the movement of necessary spare parts in the store*

**GENERAL SKILLS AND COMPETENCIES**

- *Excellent ethics, hardworking, focus minded and sound organizational ability.*
- *Adaptability and networking*
- *Good analytical skills, able to work with technicians from various disciplines to troubleshoot complex issues.*
- *Possession of a valid driver's license*

## **EDUCATIONAL QUALIFICATIONS**

<b>Women Development Center Agege Lagos</b> ( <i>Ministry of women affair</i> ) Catering And Hotel Management	<b>2017</b>
<b>Higher National Diploma</b> In Business Administration and Management ALLOVER POLYTECHNIC, OTA OGUN STATE	<b>2014</b>
<b>National Diploma</b> In Business Administration and Management ALLOVER POLYTECHNIC, OTA OGUN STATE	<b>2011</b>
<b>Diploma</b> in Public Administration	<b>2009</b>
<b>Mercy Computer Training Center</b> Kubwa, Abuja <b>Diploma in Computer</b>	<b>2005</b>

## **AWARD / MEMBERSHIP**

- **Student Member:** National Association of Business Administration and Management Student (Nabams) Allover Poly Chapter Ota Ogun State  
**Post:** *President*
- *Staff of the year award.*

## **PROFESSIONAL BODY**

**Nigeria institute of management (NIM)**  
*Graduate Certificate*  
*Proficiency in Management*

## **PERSONAL INFORMATION**

**Sex:** *Male*

**State of Origin:** *Edo State*

**Language Proficiency:** English, Ishan and Hausa Language

## **REFERENCES**

*Additional reference will be gladly furnished upon request.*



