**AWOH ANTHONY OKWUDILI**

***ADDRESS: No. 11 Williams avenue, off victory chapel road, Rumukalabor, Port Harcourt.***

***Phone Number: 08066992132,***

***Email: [mirindated@gmail.com](mailto:mirindated@gmail.com)***

**CAREER PROFILE:**

A sales oriented Operational manager with over 2 years experience in the beverage industry and a focus on process efficiency and increased company profitability by 23% through increase in sales performance and efficient delivery system, projected the company to take the lead in market share.

**PERSONAL DATA:**

Sex: Male

Date of Birth: 23rd December, 1988

Place of Birth: Delta State

State of Origin: Delta

Local Govt. Area: Oshimili North

Marital Status: Single

Religion: Christianity

Language Spoken: English and Igbo

Nationality: Nigerian

**KEY ATTRIBUTES:**

* Proficient in the use of MS Word, MS Excel, Outlook
* Excellent Supervisory Skills
* Good Time Management
* Ability to Maintain Confidentiality
* Managing Conflicts and Problem Solving
* Excellent marketing skills
* Digital marketing
* Team player
* Leadership etc.

**INSTITUTIONS ATTENDED WITH DATES AND QUALIFICATION OBTAINED:**

* Udemy **Digital Marketing Certificate**
* SafeLife International **Safety Certification**
* University of Port-Harcourt, Choba, **B.Sc. (Ed) in Economics**

River state. (2006 – 2010)

* Brilliant Secondary School, Oyigbo L.G.A, **Senior School Certificate**

River state. (1998 – 2003) **Examination**

**WORKING EXPERIENCE:**

* **Aim Hye Integrated Concept Ltd.** 2020 - Date

**Position:** Operational Manager

**Responsibility:**

1. Ensure all operations are carried on in an appropriate and cost-effective way.
2. Improve operational management systems, processes and best practices.
3. Purchase materials, plan inventory and oversee warehouse efficiency.
4. Help the organization’s processes remain legally compliant.
5. Formulate strategic and operational objectives.
6. Examine financial data and use them to improve profitability.
7. Manage budgets and forecasts and profitability.
8. Recruit, train and supervise staff.
9. Create ways to increase sales by increasing number of customer.

* **Leadway Assurance Company Ltd.** 2016 - 2020

**Position:** Marketing Supervisor

**Responsibility:**

1. Marketed the company’s product to prospective clients.
2. Promoted the company’s product on social media.
3. Trained new staff in insurance marketing.
4. Created relationship with insurance brokers for business patronage.

* **Primeclass Consult, Wuse 2, Abuja.** 2015 – 2016

**Position:** Senior Executive Assistance

**Responsibilities:**

1. Managed appointment schedule for the managing director.
2. Trained l new staffs on the company policy.
3. Acted in the secretariat position for all external meeting with the managing director.
4. Attended vital meeting with the managing director.
5. Acted in the capacity of the managing director, when he is out of the country.

* **Smart Mark Limited,** 2013 – 2014

**Position:** Store Manager

**Responsibilities:**

1. Managed the financial transactions with the bank and sending reports to financial manager.
2. Supervised the daily activities of staffs and reported to the Head Office.
3. Sent sales report on Daily, Weekly and Monthly bases to the Head Office through MS Excel.
4. Resolved conflicts that may arise with difficult customers.
5. Provided training for new staffs

* **PHCN Staff School,** 2012 – 2013

**Position:** Economics Teacher

**Responsibilities:**

1. Prepared lesson plans based on thematic and cross-curriculum units, while maintaining an inclusive environment for students.
2. Gathered and analyzed student data to evaluate and tailor Economics instructional units resulting in 25% average increase in understanding
3. Researched, developed, planned and implemented original instructional events using simulation and role play.
4. Created and established Economics Shark Tank, where young entrepreneurs develop business plans and pitch ideas to community business leaders acting as mock investors.
5. Constructed and delivered dynamic presentations via PowerPoint, to engage, inform and motivate.
6. Explored and utilized effective technology and social media to increase engagement and reinforce learning objectives (Twitter, Facebook and mails etc.)

**HOBBIES:**

Reading,

Travelling and Acting

**REFEREES:**

1. **PATRICK AWOH 2)VERONICA NWADIASHI**,

IHS Nigeria LTD. Ministry of Mines and Steel.

Victoria Island, Port Harcourt,

Lagos. Rivers State.

**Tel: 07038971556 Tel: 08037034674**