

ODUAH, EMEKA CHARLES

• House 3, T-close, 5th Avenue,
Festac, Lagos, Nigeria

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 - Email: oduahcharles@yahoo.com
 - Date of Birth : 15/7/1991
 - Sex: Male
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PROFILE SUMMARY

Highly experienced, technical, professional and knowledgeable with over 4years experience in sales, marketing, business development, management, social media, research, teaching and Proficient in use of the Microsoft office. Possess a proven track record in successfully achieving project objectives in a timely manner, while providing relevant documentation and reports. Have good skills in communicating effectively both verbally and in writing across colleagues at all levels of business.

PROFESSIONAL EXPERIENCE

Ambassador College.
Festac, Lagos.
(Teaching Staff)

March 2016 –July 2016

Responsibilities

- Structuring / setting up time – table to monitor and guide our daily activities.
- Preparing lessons plans and lesson notes
- Organizing extra – curricular activities
- Organizing programs on good morals and ethics for the students
- Ensuring that topics are well taught and practical carried out, if need be, assignments given and notes properly accessed and marked.
- Following up/ monitoring the academic performance i.e. knowing their strength and weakness; and help them in every possible way to improve.

Pine Wood Academy
Elebu, Ibadan
(Administrator)

July – 2015 – October 2015

Responsibilities

- Providing technical supports for the establishment of the enterprise
- Management of inventory; working with proprietress in monitoring purchases and handing them over to the appropriate staff.
- Preparation of the inventory control account; keeping records of items received, account payable, account receivable and disbursement of cash.
- Manage offices asset and coordinate over-all day-to-day administrative functions.
- Setting up and coordinating advert strategies to improve the customers base of the organization.

Crystal Clear Laundry & Dry Cleaning
Asaba, Delta State.
(Cashier and Marketer)

March 2014-July 2014

Responsibilities

- Efficient trade debt management
- Effective debt recovery strategies
- Daily and monthly reporting and accounts reconciliation
- Review of daily sales performance
- Maintained customers programs and track customer satisfaction
- Preparation of the inventory control account; keeping record of sales, goods received, account payable, account receivable and disbursement of cash.
- Management of inventory: working with manager in tracking sales and delivery.
- Identify and harness sales development opportunities within the sales Area.
- Analyze business profitability.
- Follow up and receive payments from approved customers.

Dalaura Agrovet Company
Asaba, Delta State
(Sales Personnel and Customer Representative)

June 2003-Aug 2007

Responsibilities

- Evaluating supply chain efficiency; quality of inventory supplied and monitoring supply of goods.
- Review of daily sales performance.
- Daily and monthly reporting and accounts reconciliation.
- Maintained customer programs and track customer satisfaction.
- Preparation of the inventory control account; keeping records of goods received, account payable, account receivable and disbursement of cash.
- Follow up and receive payments from approved customers.

LEADERSHIP POSITIONS

- Diocesan president Y.C.S 2008/2009
- President board of lectors 2012/2013

EDUCATION

B.SC(Ed) Physics – Delta State University
Abraka, Delta State
(2013) (2nd Class Upper)

OTHER CERTIFICATION

- Teachers Registration Council of Nigeria (TRCN) Certificate
- Job Seeker Verified Certification

HOBBIES

Singing, Cooking, Travelling.

REFERENCES

PASTOR PETER UJOMU
CEO Health Matters Incorporation
0810 780 8078