

EMMANUEL ENIOLA ESAN

esanemmanuel31@gmail.com | +234 8155901382 | Lagos, Nigeria

PROFESSIONAL SUMMARY

Analytical and results-oriented professional with a background in Economics and Strategic Management and experience across business development, client engagement, administrative support, and operations. Skilled in data analysis, documentation, reporting, client relationship management, lead generation, and process coordination. Strong communication, problem-solving, organizational, and stakeholder engagement abilities, with the capacity to adapt quickly, collaborate effectively, and contribute in fast-paced professional environments.

EDUCATION

BABCOCK UNIVERSITY MBA in

Strategic Management

July 2026 | Ogun, Nigeria

BABCOCK UNIVERSITY

BS in Economics

June 2021 | Ogun, Nigeria

Faculty of Social Sciences Grade: Second
Class Upper Honors

LINKS

LinkedIn://[Emmanuel Esan](#)

CORE SKILLS

- Data Analysis & Reporting
- Documentation & Record Management
- Business Development & Lead Generation
- Client Relationship Management
- Process Coordination
- Communication & Stakeholder Engagement
- Problem Solving & Decision-Making
- Administrative & Operational Support
- Team Collaboration
- Time Management & Organization
- Attention to Detail
- Adaptability & Learning Agility

TOOLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Workspace
- CRM & Sales Pipeline Tools
- Microsoft Teams
- Zoom

EXPERIENCE

OPTIVA CAPITAL PARTNERS | Trainee, Business Development

June 2026 – September 2026 | Lagos, NG

- Supported client prospecting, lead generation, and follow-up activities.
- Engaged prospects on investment immigration and international real estate solutions.
- Assisted with client qualification, documentation, meetings, and relationship management.
- Maintained prospect records and supported sales pipeline activities.
- Contributed to market outreach and lead generation initiatives.

INDEPENDENT CONSULTANT | Client & Administrative Support (Contract)

January 2024 – February 2026 | Lagos, NG

- Supported data entry, documentation, and report preparation
- Maintained accurate records and organized information for easy access
- Assisted in tracking activities and providing updates
- Communicated with clients to obtain and clarify information
- Ensured timely completion of assigned tasks

LEE ENGINEERING AND CONSTRUCTION COMPANY LTD | Business Development & Client Support Officer

October 2022 – November 2023 | Delta, NG

- Assisted in preparing reports and tracking operational activities
- Maintained and updated client and business records
- Supported team coordination to ensure smooth service delivery
- Handled basic inquiries and escalated complex issues
- Contributed to improving workflow through proper documentation

LEE ENGINEERING AND CONSTRUCTION COMPANY LTD | Business Development Assistant (NYSC)

October 2021 – October 2022 | Delta, NG

- Supported administrative tasks and documentation processes
- Assisted in tracking customer and business information
- Worked with team members to meet daily operational goals
- Assisted with client communication and routine business development activities.

CERTIFICATIONS

- Project Management – Exford Global
- Human Resources Management – Exford Global
- CMI Level 5 Certificate in Management & Leadership Practice