

IMOMION MCMOSES UWADIALE

#8 Lake Chad Crescent, Maitama Abuja, Mobile +234 (0) 8135 908 240 / (0) 708 703 1864 * marc.moses23@gmail.com

OBJECTIVES

- Am an industrious and result-oriented professional who believes that all business goals are achievable and only require the right modalities, processes and steps to be maximally achieved.
- I invest in work an enduring legacy seeking self development, advancement and improvement while enjoying job satisfaction.
- A confident team player with a proven track record in the field of management and project support with relevant work experience within these challenging environments.
- An enthusiastic and ambitious self-starter with excellent communications skills, business acumen and a passion for surpassing organizational targets.

EDUCATION

University of Nicosia Cyprus (Online) Masters in Business Administration 2026/2027- In View

N.Y.S.C Teaching Staff 2007
Employer: Titcombe College, Kogi State, Egbe
Job Description: Teaching Commerce and English.

University of Lagos, Akoka. Lagos State. 2006

B.Sc Business Administration

A detailed and in-depth Business Degree programme with modules in Performance Management, Knowledge Management and International Business. Final year 15,000 word dissertation on the impact of foreign savings on a country's economic growth.

Masterfix Computer College. Lagos State 2005

- *Diploma in Computer Engineering and Diploma in Desktop Publishing.*

Lerato Comprehensive College. Lagos State 2000

- Secondary School Leaving Certificate
- 'O' Level results with Credits in Mathematics, English, Economics, Commerce and Lit. in English.

EMPLOYMENT HISTORY

Matrix Resources and Metallurgical Nig. Ltd. Sept 2024 – Date.

Admin/HR Manager

- As an HR/Admin Manager, my duties encompass a broad range of responsibilities that ensure both effective human resources practices and smooth administrative operations. I manage the entire recruitment process, from job postings to onboarding new employees. I handle employee relations issues, oversee performance management, and coordinate training and development programs. I also ensure compliance with labor laws and update HR policies as needed. On the administrative side, I manage office operations, handle document management, and oversee scheduling and budget management. Additionally, I work on strategic initiatives to align HR and administrative practices with the company's long-term goals and contribute to organizational development efforts.

Radaas Limited UK

Dec 2021 - Aug 2024

360 Recruitment Consultant (Remotely)

As a 360 recruitment consultant, my duties covered the *entire recruitment cycle* — from winning new business and sourcing candidates to managing interviews, negotiating offers, and ensuring smooth onboarding. I stand in as a salesperson and recruiter, handling client relationships and candidate management end-to-end amongst others listed below;

- *Sourcing of Loum Nurses and AHPs for NHS and care homes all over the UK*
- *Preparing compliance documents as per the client requirements*
- *Booking candidates in client portal*
- *Interact with company Clients when required.*
- *Other duties and when required and requested.*

TMCH Group Limited

Sept 2019 – Nov 2021

Business Development Manager

- My duties as a BDM included conducting market research to identify potential business opportunities and analyzing market trends to stay ahead of the competition. I develop and implement strategic plans aimed at achieving business growth and expanding our market presence. A significant part of my role involves building and nurturing relationships with clients, understanding their needs, and providing solutions that meet their requirements. I actively pursue new sales opportunities, prepare/submit bids and present proposals, and negotiate contracts to close deals. Networking is also a key component of my job, as I attend industry events and conferences to represent the company and build our reputation. Internally, I collaborate with marketing, sales, and product development teams to ensure our strategies are aligned and effective. Monitoring the performance of our business development activities is crucial, so I track relevant metrics and adjust our strategies as needed. Additionally, I prepare regular reports on our progress and present these to senior management, ensuring they are informed about our activities and outcomes.

Domenico Automobile Co. Ltd

Nov 2018 – Aug 2019

Marketing Manager

- My duties as a Marketing Manager involve a comprehensive range of responsibilities that ensure the effective promotion of our brand and products. One of my primary duties is developing and implementing marketing strategies that align with our business goals. This involves conducting thorough market research to understand trends, customer needs, and the competitive landscape.

I oversee the planning and execution of marketing campaigns across various channels, including digital, print, and social media. This includes managing the creation of marketing materials such as advertisements, blog posts, and social media content. Leading and mentoring the marketing team is also a crucial part of my role, ensuring we work cohesively to achieve our department goals.

Managing the marketing budget is also one of my responsibilities. I ensure resources are allocated efficiently to maximize the impact of our marketing efforts. Through these combined efforts, I aim to enhance our brand's visibility, drive customer engagement, and ultimately contribute to the company's growth.

Brunel Engineering and Consulting Ltd. Maitama Abuja Nov 2010- Oct 2018

Admin/Procurement Manager.

- My duties as an APM involved a diverse range of responsibilities that ensure both the efficient operation of our office and the effective management of our procurement processes. On the administrative side, I oversee daily office operations, manage the administrative budget, and develop and enforce office policies. I also maintain company records, coordinate facility maintenance, and ensure that our office supplies are adequately stocked. In terms of procurement, I identify and manage relationships with suppliers and vendors, oversee the entire purchasing process, and ensure that all procurement activities comply with company policies and regulations. I manage inventory levels to ensure timely replenishment and monitor procurement costs to stay within budget and achieve cost savings. Strategically, I develop and implement procurement strategies that align with the company's goals and manage risks associated with procurement activities. I work closely with other departments to understand their needs and ensure the timely supply of materials, facilitating effective communication with all stakeholders.

Aphamok Nigeria Limited. Lagos State.

Dec 2007 – Oct 2009

ICT Supervisor.

- Ensures security of assigned operational center and assumes delegated management responsibility during emergencies; Coordinates arrangements for service personnel to repair equipment insuring maximum up-time of all equipment; Supervises assigned Information Technology operations and staff, such as computer operations, production scheduling, data entry, telecommunications center, and user support/help desk functions;; Notifies appropriate personnel of problems or changes to operational schedules or service levels; Provides training to assigned staff or other personnel regarding specialized computer applications; Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

IT SKILLS

- Proficient in numerous software packages. Confident user of Email and the Internet.
- Servicing of computer systems.(Microsoft packages such as Word, PowerPoint, Excel and CorelDraw).

ADDITIONAL INFORMATION

- 2007 NYSC Discharge Certificate for completion of the NYSC Programme.
- Enjoy keeping fit and have educated others on the benefit of healthy living.
- Proficient in Word, Excel and Outlook.
- An excellent communicator.
- Personable and approachable.
- Very organised and methodical in approach to work.
- A team player and able to work independently and off my own initiative.
- Able to prioritise a varied work load and conflicting demands, whilst managing the expectations of senior staff in terms of task delivery time.
- *References Available on Request.*