

ONYENANU CHIDINMA JULIET

**SALES EXECUTIVE, ADMINISTRATIVE, AND RELATIONSHIP
MANAGEMENT EXECUTIVE.**

OBJECTIVE

Result oriented and industrious Sales Executive, Administrative and Relationship Management Executive with over 8 years of expertise experience. Offering comprehensive background in building relationships, cultivating partnership, and proffering 100% organizational problems with the right staffing, selection, performance appraisal and establishing trust. Also, seeking placement within the organizational set-up where career satisfaction and skills upliftment could be achieved in synergy to meet the yearning's and aspirations of the organizational goals, thus making impact, and excelling in today's competitive business and financial environment.

Address

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SKILLS

Lead prospective

Retention strategies

Problem solving strength

Performance improvement

Customer relation

Empathy

Self-control

Interpersonal communication skills

Expense reporting

General math skills and Data entry

Ms application, Excel, power point

Ability to work without supervision.

Time management

Effective listening

Willingness to improve

WORK HISTORY

Teeas Educational Technology company
Ikota Branch Manager
2024-2026

RESPONSIBILITIES

- Oversee the daily operations of the learning center.
- Ensure classes, tutorials, and learning activities run smoothly.
- Maintain a safe, organized, and conducive learning environment.
- Ensure compliance with company policies and educational standards.
- Drive student admissions and enrollment targets.
- Develop local marketing initiatives within Ikota, Ajah, Lekki, and surrounding areas.
- Build relationships with secondary schools, parents, and Educational stakeholders.
- Promote Teeas educational products, learning programmes, and tutorial services.
- Manage branch budgets and expenses.
- Track revenue, enrollment income, and operational costs.
- Prepare periodic financial and operational reports for management.
- Ensure efficient use of resources and cost control.
- Leadership and team management
- Sales and marketing ability
- Customer relationship management
- Educational administration
- Financial and operational management
- Communication and presentation skills
- Problem-solving and decision-making abilities

RELATIONSHIP MANAGEMENT EXECUTIVE

OPTIVA CAPITAL PARTNERS

Kappa Building Chevy View Estate Lekki- Chevron Lagos Island
Nigeria.
2023-2024

RESPONSIBILITIES

- Proactively identify and pursue new business opportunities, building and maintaining a pipeline of prospective client.
- Manage client relationships, providing exceptional service and delivering tailored investment solution
- Plan and execute daily field sales prospecting calls

- Ensure every client is contacted at least once a month via phone, visit,email,etc
- Ensure every client is visited and seen at least once every quarter
- As the relationship manager/business development, you will be responsible for establishing and maintaining relationships with clients and driving business growth for Optiva Capital Partners
- You will play a crucial role in identifying and securing new business opportunities, as well as maintaining and expanding existing client relationships

**SALES EXECUTIVE, ADMINISTRATIVE
REGAD STAR PROPERTIES NIGERIA LIMITED
Ashley Mall Eleganza Lekki Lagos Island
2020 -2023**

RESPONSIBILITIES

- Prepare meeting agenda,
- minute taking and organizing events, meeting logistics e.g., booking venue/room etc.
Disseminate formal communication to staff as instructed by MD.
- Assist in booking arrangement for the team
- Proactively manage client's correspondence and keep track of all written form of communication.
- Receive and send out official communication.
- Ensures the completion of preventive maintenance on company assets such as printers, generators etc.
- Directs and coordinates the support services in the office, including coordinating with suppliers.
- Process purchase orders to ensure timely filling of requisition request.
- Assist in preparing written documentation as requested
- Maintain good relationship with relevant vendors and visitors.
- Carry out the preparation for meetings and manage conference room bookings
- Provides administrative support with accuracy and consistency.
- Transmits messages and checks the fax machine frequently
- Suggest changes or improvement to increase accuracy, efficiency, and cost reductions.
- Resolved issues and escalated problems with knowledgeable support and quality service.

- Reached out to customers after completed sales to evaluate satisfaction and determine immediate service satisfaction.
- Drafting out business plan and company's organogram.
- Evaluate employee's strength and assigned tasks based upon experience.

LAPETIT MONTESSORI SCHOOL

Iboefon lekki

Subject Instructor (English) and Nursery Teacher

2018-2020

RESPONSIBILITIES

- Conduct meetings with Pupils to clarify and review concepts taught in class, explain processes, and assist pupils in solving specific problems.
- To facilitate language acquisition and literacy development.
- Prepare materials and activities. Assign homework and interesting exercises.
- Create a safe and inclusive classroom environment that encourages exploration, creativity, and independence.
- Assisting and encouraging pupils as they learn various subjects.
- Create and implement an age system. Appropriate lesson plans and activities to help children develop cognitively, physically, socially, and emotionally.

LOUNGE MANAGER

X.O Lounge, Owerri, Imo State .

Branch Manager

2012-2015

Key Responsibilities:

- Managed the day-to-day operations of the lounge to ensure smooth and efficient service delivery.
- Supervised, trained, and coordinated lounge staff, including waiters, bartenders, cleaners, and other support staff.
- Monitored staff attendance, appearance, conduct, and overall performance.
- Ensured excellent customer service and handled customer enquiries, complaints, and feedback professionally.
- Managed reservations, seating arrangements, special events, and VIP customer services.
- Monitored sales, daily revenue, cash handling, and end-of-day reconciliation.
- Maintained proper inventory levels for beverages, food items, and other lounge supplies.
- Liaised with suppliers and ensured timely availability of required stock and operational materials.
- Ensured compliance with hygiene, safety, and operational standards throughout the lounge.
- Coordinated with security personnel to maintain a safe and welcoming environment for customers and staff.

- Assisted in developing promotional activities and strategies to increase customer traffic and revenue.
- Prepared daily operational and sales reports for management.
- Built strong relationships with regular customers and helped maintain customer loyalty.
- Resolved operational issues promptly to minimize disruptions to business activities.
- Ensured the lounge maintained a professional, attractive, and customer-friendly atmosphere

EDUCATION

- 2015: Bachelor of Education (B. ED): Business Education University of Nigeria, Enugu State. (Second class honors).
- 2016: Certified Teacher: (TRCN) Teachers Registration Council of Nigeria
- 2017: (NYSC) Akin secondary school, Calabar municipal
- 2016: Computer operations (MS application) CTN. Owerri.
- 2009: St. Patrick secondary school, Imo state. (Senior school Cert) Owerri.
- 2022: Global mindset media achievers Excellent Awards as the fast rising Female real estate marketer of the year (2022).

INTEREST

To help organizations optimize, protect, diversify, and safeguard their wealth through my strong background in sales executive, administrative, and relationship management executive. Hence, problem solving, improve team work, individual ability to engage in creative and artistic endeavor, exploring ideas and knowledge to think differently.

REFEREES

Available on request...