

Modupe Victoria Aboluwarin

Business Manager | Data Analyst

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Professional Experience

Head of Data and Records Management, 2020 – present | Lagos, Nigeria
Landwey Investment Limited

- Managed, organized and administered the retention and local records organized records training for the department's records officers.
- Coordinated record retention schedules for each department in the state central home office.
- Executed, implemented, and established record policies and procedures.
- Handled confidential information and facilitated problem-solving that resolved the organizations' record storage issues.
- Led the successful development of simultaneous, on-quality assurance and compliance.

Customer Relationship Manager, 2019 – 2020 | Lagos, Nigeria
LandWey Investment Limited

- Engaged in business development planning to meet short- and long-range marketing and sales goals.
- Responded to customers, investors, insurance carriers, or third party vendors, research, prepare, procure documents and analyze requests in accordance with established policies and guidelines to determine an appropriate course of action.
- Maintained existing enterprise customers, marketed and developed new high-quality customers.
- Communicated with the corporate finance department of existing customers daily, actively collected customer feedback and demand, and provided a professional response through personal financial knowledge and team-based discussions.

Administrative Executive, 2017 | Lagos, Nigeria
Landwey Investment Limited

- Provided executive-level administrative support to Director of Corporate Finance, VP of Corporate Finance, VP of Financial Reporting, Corporate Controller and Treasurer along with fourteen direct reports (manager level) and their teams.
- Managed daily schedule, including heavy Outlook calendar management ensuring fluid time management.
- Processed expense reports for the Senior Vice President of business development as well as other office executives.

Skills

- Process Improvement
- Stakeholder Engagement
- B2C Relations
- Requirements Management
- Project Coordination
- Team Management
- Data Analysis
- Research Management and Documentation
- Business Operations Management
- Communications

Education

B.Sc. Business Administration,
Lead City University

2009 – 2013 | Ibadan, Nigeria

Diploma in Local Government Studies,
Obafemi Awolowo University

2019 | Ile-Ife, Nigeria

Certificates

Certified Member of Strategic Management (CISM)

ISMI 2014

Advance Excel in Data Analysis – New Horizon

2020

Certificate in Poise and Communication Skills

Lead City University 2013

Project Management and Customer Relationship

Management – Udemy

2019

Certificate in Customer Relationship Management – New Horizon

Management – New Horizon

2013

Document control and Records Management – Mctimothy Associates

2019

Courses

Data Science, UTIVA

10/2022