**ENYOYI, ESEOGHENE PETER**

Address: No 24, Shakiru Adeoye Street, Ogudu-Orioke, Ojota

**+2348182248541, +2348027327046**

Email Address: [enyoyiese@gmail.com](mailto:enyoyiese@gmail.com)

LinkedIn: <https://www.linkedin.com/in/eseoghene-enyoyi-0a057097/>

**PERSONAL INFORMATION**

**Sex:** Male

**Marital status:** Single

**State of origin:** Delta

**Nationality:** Nigeria

**Religion:** Christianity

## SUMMARY OF QUALIFICATIONS

* Well experienced in construction and business administration, content creator, time management, project quality management, professional analysis professionalism, excellent customer-client relationship with 98% customer satisfactory rating and high-quality customer service delivery. Proficient in the use of MS Office (Word, Excel, PowerPoint), MS Project.
* Highly motivated individual with high experience within the built environment with years of experience in Administrative and Operational Management, Content Creation, Lifestyle and Fashion, Oil & Gas and Publishing sectors, and a strong communications and interpersonal skill, a team player who is highly flexible and adaptive to new knowledge, goal-oriented and highly result driven.

**EDUCATIONAL QUALIFICATION**

* **University of Benin, Benin City, Edo State, (2014)**

Bachelor of Art (HONS) In International Studies and Diplomacy (SECOND CLASS UPPER)

* **Apostolic Faith Secondary School, Lagos State. (2010)**

West African examinations council (WAEC)

* **Gladys Nursery & Primary School, Ketu, Lagos State (2004)**

First School Leaving Certificate (F.S.L.C)

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**PROFESSIONAL QUALIFICATION**

National Youth Service Corps Certificate of National Service

AFRI art Academy for Proﬁciency in Acting and Voice Over Certificate of Proficiency

Microsoft Certified Desktop Support Technician Certificate of Participation

**PROFICIENCY**

* Ability to document Program of Work and Managed Scope of Work.
* Ability to Design Quality Control System to Help Check the Satisfaction Rate.
* Ability to attend to day-to-day task and proper record keeping.

**WORKING EXPERIENCE**

**BLACK DIAMOND ENGINEERING LIMITED**

**Duration**: 2021 - till date

P**ost:** Executive Assistant & Acting Admin Manager

**Key responsibility**

* Preparation of monthly scale of fees to the GM.
* Liaise with Engineers and inform them of potential welfare packages on effective delivery and also ensure profit for the management
* Preparation of insurance policy for approval & implementation purpose
* Vetting of running cost such as utility bills and vehicles
* Draft Company plan and ensure quality management of project and company properties
* Coordinate site and office meeting and proper documentation of report
* Cash flow forecast
* General office management and arrangement of vital document
* Communicate with the General manager and advice accordingly
* Monitor company fixed asset and supervise maintenance procedure
* Act on behalf of the HR on matters that concerns
* Advice on recruiting process and procedures
* Assists the GM with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; compiling and completing expense reports; composing and preparing correspondence; arranging itineraries and agendas and compiling construction documents for meetings and project kick-off.
* Effectively managed project database and documentation with attention to confidentiality.
* Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.
* delegating work in the General Manager's absence based on instruction and liaising with clients and vendors on the GM’s behalf.
* work with other team member on projects and administrative tasks.
* preparing presentations, attending special functions, project biddings and meetings.
* managing and reviewing filing and office systems and managing ad hoc projects.
* Coordinate onsite meetings, luncheons, coffees, in-house events.

**LA PASSION VOUTEE**

**Duration**: 2020 - 2020

**Post**: Content Creator / SEO Expert

**Key responsibility**

* Write SEO-optimized fashion/beauty articles (1,500+ words) several times a week
* Condense results of research and product reviews into a well-articulated blog post (without trying the product)
* Edit or rewrite existing editorial content to meet marketing objectives
* Research assigned topics and write articles as a subject-matter expert
* Suggest blog topics by researching SEO keywords and popular trends
* Social media marketing, external link building, internal link building, respond to website blog post comments, maintain and update the company’s social media platforms (Pinterest, Facebook, Twitter, YouTube, Instagram) and encourage dialogue on our platforms.
* Work with the team to strategize content and meet marketing goals
* Negotiate brand deals and sponsorships
* Creating marketing materials e.g., Instagram posts, Pinterest pins, and Facebook posts
* Assist team with language/writing tasks as needed
* Perform any other specific or ad-hoc duty to be assigned from time to time

**EVOMEC GLOBAL SERVICES LIMITED**

**Duration**: 2017 - 2019

**Post**: Site head of Administration / Personal Management

**Key responsibility**

* Managed the construction of a Nine (9) kilometers road project from the conception/ initiation stage through to the project closure.
* Effectively managed project database and documentation with attention to confidentiality.
* Coordinated the organization’s contract staffers during projects; ensuring compliance with organization’s policies and procedures
* Successfully motivated compliance to HSE standards and policies. Also collaborated with the HSE department to achieve zero project accident during the course of the project.
* Served as a middle man between the project team and the local community, ensuring that there is no communication gap at any level and issues are resolved on time for smooth flow of the project.
* Provided clerical and administrative support that optimized workflow procedures
* Managed the levels of project supplies and placed appropriate orders
* Coordinated payroll of over 200 skilled and unskilled staff.

**GLAM AND ESSENCE MAGAZINE**

**Duration**: 2016 - 2017

**Post**: Company Blogger, Columnist and Reporter

**Key responsibility**

* Successfully managed the company’s official email address.
* Managed the itinerary of the Managing Director.
* Successfully managed the company’s blog and social media platforms as well as increased its online presence and social media engagement
* Responsible for publishing articles and interviews on the company’s blog and lifestyle magazines ensuring all-round consistency in style, font and images.
* Participated in the planning and execution of the 5th Glam and Essence Style Awards and Fashion Runway Show Cover occasions and events. This included conducting interviews for guests, celebrities and renowned personalities for the Glam and Essence magazine and the Glam and Essence blog
* Contributed to and delivered stable stories with the reader’s perspective in mind

## PROFESSIONAL EXPERIENCES AND ACTIVITIES

* Managed proper documentation of the Construction of Civil and building Development project across Nigeria, cost ranging from (120 million - 3.1 billion)
* Coordinated payroll of over 200 skilled and unskilled staff for a construction of road. (2.5 billion) Completed.
* Worked on Company policy, HR policy & insurance policy for approval & implementation purpose

## TECHNICAL SKILLS

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| --- | --- |
| * Excellent interpersonal skills * Team lead / Flexibility * Social media Savvy * Basic knowledge on SEO best practice | * Microsoft Office Packages * Data Gathering / Reporting * Versatile / Problem Solving * Excellent Writing & Oral Communication |

**REFERENCES**

Reference will be made available on request