Jee-Esene Mary Osemhen

**Contact Information**

* **Home Address:** 48, Olaoluwa Street, New Felele, Ibadan, Oyo State
* **Phone:** 0810 109 1344
* **Email:** maryjee01@gmail.com

Personal Data

* **Date of Birth:** 21 Nov, 1995
* **State Of Origin:** Edo
* **Local Govt. Area:** Esan North-East
* **Nationality:** Nigerian
* **Sex:** Female
* **Religion:** Christianity
* **Marital Status:** Single
* **Languages:** English (fluent)

Yoruba (basic)

 Esan (basic)

**Personal Statement**

I am an enthusiastic, self motivated, reliable, proactive, responsible and hard working person. I am a team worker and adaptable to all challenging situations. I am able to work well in a team environment as well as using my own initiative. With indepth knowledge of sales, marketing, administrative, communications and management, i have proven expertise in these field as well as branding and I aim at maintaining and attaining a high degree of professionalism, and providing an excellent, high-level manpower in a challenging environment with prospects for learning, self-development and advancement.

**Career Objectives**

To maintain and attain a high degree of professionalism; provide an excellent, high-level manpower in a challenging environment with prospects for learning, self-development and advancement; and help achieve organizational goals.

Key Skills

Customer service skills

Excellent communication skills, both reading and verbal

30 words per minute typing

Proficiency in areas of Microsoft Office, including Excel and Word

Good analytical skills

Excellent organizational and management skills

Team player

Attention to detail

Ability to multi task

Strategic thinking and planning skills

Creativity and leadership skills

Employment History

**Greywolf Empire ( Brand and sales manager), Oyo State**

*(August 2021 - Date)*

Achievements and Responsibilities:

* Plan, develop and implement existing and new businesses on sales and marketing them in order to meet company's goals for growth and profitability.
* Identify and develop all new business opportunities with pprospects.
* Understand the needs of the potential customers, prepare sales presentations and proposals while working with the sales team to put forward the appropriate services and competitive pricing.
* Initiate contacts and meetings to present and sell the company's services and solutions.
* Brainstorming with creative teams, including writers and strategist to develop solutions for clients, as well as contributing to the development of in house content, formats and properties.
* Develop strategies to increase the brand visibility and identify and solicit potential clients.
* Administer communication marketing activities using online and offline content placement / distribution platforms.
* Oversee the inflow of revenue into all the subsidiary companies.
* Educate, lead and supervise members of the sales team to ensure the project achievement and conduct complex analysis in order to find new market opportunities.
* Establish and maintain robust information gathering networks on current and future business partners, both formally and informally, in order to facilitate the growth of effective partnership.

**Oxford International Group (Managing Director, Crystgold Pinecrest Investment and properties Limited), Oyo state**

*(January 2021 - July 2021)*

Achievements and Responsibilities:

* Manage the daily activities of the company.
* Liason with investors and prospects.
* Build business by identifying prospects and maintaining relationships with them.
* Researching and analyzing sales options.
* Track records and monitor competition.
* Manage and motivate staffs to meet their target.
* Help in sorting out marketers investments.
* Attend managerial meetings with top executives of the company to push the company forward.
* Supervise daily tasks of staff.

**Akad Jee Fud Limited (Director, Marketing and Publicity Manager), Akad Food concepts, Oyo state**

*(August 2019 – January 2021)*

Achievements and responsibilities:

* Develop new business opportunities and facilitate business returns to achieve revenue goals
* Forecast business volume to determine resource needs, expenses and productivity
* Develop marketing plan to promote the restaurant and catering business
* Prepare budget and financial plans
* Control labor cost, food cost and other expenses based on the overall budget
* Use innovative sales techniques to build a strong client base including commercial business firms and associations
* Achieve sales goals and revenue targets through successful operation of the restaurant and catering events
* Prepare reports on forecast and sales for the management
* Supervise daily tasks of the staff
* Hire and train staffs
* Implement company policies regarding quality of products and services offered
* Adhere to established safety and sanitation standards
* Identify main client groups and audiences, determine the best way to communicate publicity information to them

**NYSC (Teacher and Human resource assistant), Sure Success Academy, Delta State**

*(June 2019 – May 2020)*

Achievements and responsibilities:

* Assisted in record maintenance and payroll processing
* Derived and implemented a new method of effective preparation for external examinations by the students
* Taught Agricultural science and Social studies
* Taught the weak students extra lessons until they measured up to the academic standards of the school

**IT (Intern assistant to the farm manager), Directorate of University Farms (DUFARMS), Ogun state**

*(January – December 2017)*

Achievements and responsibilities:

* Livestock and poultry daily care
* Planting and marketing of crops
* Keeping of daily farm records
* Communicating effectively with the supervisors and other staffs within the organization, accepting and applying new suggestions to daily work in an effort to become more productive and efficient

Education

Federal University of Agriculture, Abeokuta, Ogun state

(September 2013 – march 2019)

BSc. Agriculture, Second Class

**Ariyo International College, Oyo state**

(September 2005 – June 2011)

9 SSCEs, grade A-C, including Maths and English

**Blessed Immaculate Nursery and Primary School, Oyo state**

***(****September 2000- June 2005)*

 Primary school leaving certificate

**Professional Certifications**

**Exford Global Consult Limited**

* **Project Management Professional (PMP)**

*(August-October 2019)*

* **Human Resource Management (HRM)**

*(August-October 2019)*

* **Customer Relationship Management (CRM)**

*(August-October 2019)*

* **Health, Safety and Environment (HSE Level 1,2,3)**

*(August-October 2019)*

**Associate Certification**

* **Statistics (Stanford University)**

*(September - December 2021)*

* **Brand management (London business school)**

*( September - December 2021)*

* **Data analytics (Google)**

*(January 2022-date)*

Hobbies & Interests

Playing chess and scrabble games, listening to music, dancing and meeting new people

References

References are available upon request.