UDOH LAWRENCE BAMIDELE

Location: 3 Adolf Close Egan–Igando, Lagos state

Phone: 07059843785, 08104282166

Email: lawrenceudoh38@gmail.com

LinkedIn: https://www.linkedin.com/in/lawrence-udoh-803b94261/

PROFESSIONAL SUMMARY

I am proficient in using telephone systems as well as office equipment and have a good interpersonal relationship in an office environment. I am an excellent communicator (English) and possess customer service skills. I am a Project Manager and also a Digital Marketer and I have good IT skills, including advanced use of the Microsoft office suite and good organizational skills.

EXPERIENCE

Swift Networks Limited   2018 - 2019

- Dealing with customers' request

Ngcom Networks Solutions Ltd. Lagos-Epe Exp Road   2019 – 2021

- Dealing with customer inquiries, answering the telephone and emails. Dealing with incoming and outgoing postal mail
- Attending to customers in the reception
- Cash handling bill payments and generating invoices

Janon Delivery Services   2021 - 2022

- Social Media Management
- Website Management
- Creating and sending proposals, and emails copies to prospective clients
- Marketing and sourcing of clients

Franchise Business Development Services (FBDS)   2022-present

- Social Media Management
- Email Marketing
- Website Management
- Creating content calendar every week
- Creating content videos to post on YouTube

- Creating content for upcoming webinar e-fliers
- Sending out bulk SMS
- Making use of SEO
- Uploading news posts on the company's website
- Creating content newsletter to post on LinkedIn

EDUCATION

Yaba College of Technology (Yabatech) Computer Engineer (OND)

PROFESSIONAL CERTIFICATION

Project Manager - Utiva

TECHNICAL SKILLS

Digital Marketer at Jiji.ng

Project Management

CORE SKILLS

Business Administration

Time Management

Efficiency

Digital Marketing

Project Management

Problem-solving

Verbal and written communication

Teamwork

Customer service

Efficient in Microsoft Office (word, excel, PowerPoint)

LANGUAGES

English
Yoruba

REFERENCES

Available on request