

EMMANUEL CHINEDU OGBULIE

SALES/BUSINESS DEVELOPMENT EXECUTIVE

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SUMMARY

Highly motivated business development executive with extensive customer service and sales experience. Outgoing sales professional with a track record of driving increased sales, improving buying experience, and elevating company profile with the target market. Diligent about keeping merchandise presentable to maximize business revenue. Effectively demonstrate products, overcome objections, and close sales. Persuasive in negotiating contracts and diplomatic in communicating with customers to build long-term productive relationships. Technologically astute and keen to maintain accurate reporting through the use of a sales force.

HIGHLIGHTS

- Vast experience providing support in technical sales.
- Profound ability to prepare, maintain, and sell documents.
- Solid ability to motivate the sales team to reach goals.
- Proficient in the use of industry-standard software programs.
- Well-developed communication and problem-solving skills.
- Strong organizing skills.

EXPERIENCE

SALES/BUSINESS DEVELOPMENT

ELECTRONIC PAY PLUS

2019 – Present

- Assist in managing client relationships by maintaining regular communication and addressing client inquiries or concerns.
- Support account managers in identifying and understanding client needs and objectives.
- Collaborate with the account management team to develop strategies for enhancing client satisfaction and retention.
- Assist in the coordination and execution of client projects, ensuring timely delivery and adherence to project goals and objectives.
- Work closely with internal teams (e.g., sales, marketing, operations) to ensure seamless project execution.
- Monitor project progress and provide regular updates to account managers and clients.
- Assist in analyzing client data and performance metrics to identify trends, insights, and areas for improvement.

- Prepare reports and presentations summarizing key findings and recommendations for the account management team.
- Support in tracking and documenting client interactions, project milestones, and deliverables.
- Provide administrative assistance, such as scheduling meetings, preparing agendas, and organizing client-related documents.
- Assist in preparing contracts, proposals, and other client-facing documents as required.
- Handle general administrative tasks to ensure the smooth operation of the account management department.

BUSINESS DEVELOPMENT EXECUTIVE

TECHSITY

2016- 2018

- Assist in preparing contracts, proposals, and other client-facing documents as required.
- Handle general administrative tasks to ensure the smooth operation of the account management department.
- Conduct research to identify potential business opportunities and target market for products and services.
- Build and maintain positive work relationships with clients to create a rapport that facilitates patronage and generates revenue.
- Develop and implement strategies effectively for the extensive sales and distribution of company products.
- Monitor to identify changes in market trends and adjust accordingly.
- Communicate with clients to identify their service requirements and facilitate supply.
- Employ knowledge of products and services in providing appropriate response to client enquiries and also in assisting with the resolution of customer issues or complaints.
- Apply understanding of market trends/business practices in taking decisions necessary for enhancing the sales process.
- Collect, analyse, and interpret sales records to obtain information useful in preparing reports
- Ensure compliance with customer service standards and proper customer relationship management.

EDUCATION

- 2009– 2013. **Bachelor of Physics, Usmanu Danfodiyo University Sokoto**
- Manage a student project to build a Solar Panel.
 - Graduated with Second Class Upper Honors.
- 2000– 2005 **West African Senior School Certificate**
- Federal Government College, Sokoto
- 1995 – 2000 **First School Leaving Certificate**
- Federal Government College, Staff Primary School Sokoto

SKILL

- Relationship management.
- Time management and organization.
- Sales and organization.
- Strategic thinking.
- Customer focus.
- Analytical skills.
- Communication and presentation.
- Cross-functional collaboration.
- Problem-solving.
- Industrial Knowledge.