

ERNEST OSAHENRUNMWEN OGBOLE

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No 3 EDENE STREET, IWOGBAN
QUARTER, IKPOBA HILL, BENIN
CITY, EDO STATE

OBJECTIVE

To work with existing staffs and facilities, contributing the best of my ability and quota, so as to improve organizational objectives and achieve managerial goal and target

EXPERIENCE

2022 - Till
date

ELGRA PHARMACITICAL COMPANY

Customer Service Representative

- *Provide product/services information to customers and potential customers
- * Answering questions and resolving any emerging problems that customers might face with accuracy and efficiency.
- *Recording data

2020 -
2022

ANCHOR INSURANCE COMPANY LIMITED

Business Development Officer

- *Develop business and marketing plans
- *Research the market for identifying new business opportunities.
- *Develop business proposals for new and existing customers.

2018 -
2020

EDS PLACE

Procurement officer/supervisor

- * Overseeing and supervising employees and all activities of the purchasing department.
- * Preparing plans for the purchase of equipment, services and supplies.
- * Following and enforcing the company's procurement policies and procedures.
- * Reviewing, comparing, analyzing and approving products and services to be purchased.
- * Managing inventories and maintaining accurate purchase and pricing records.
- * Maintain and update a list of suppliers
- * Computer efficiency in the management of work place affairs.
- * Interface with clients, relatives and general public as regards information, complains, accessibility and inquiry.

2015 -
2017

MEGACORP GLOBAL ENTERPRISES LIMITED

Procurement officer

- * Estimate and establish budgets for purchases.
- * Review all vendors and suppliers.
- * Maintain purchase records and other important datas.
- * Ensure that the products and suppliers meet quality standard.
- * Work with team members to complete duties as needed.
- * Develop plans for purchasing services and supplies.

2014 -
2015

MERRYBET GOLD LIMITED, LAGOS

Customer Service Representative

* Provide product/services information.

* Answer questions and resolve any emerging problems that customers might face, with accuracy and efficiency.

EDUCATION

2010/2011

National youth service corp

Certificate of National Service (NYSC)

2009

Delta State University Abraka

Industrial Chemistry Bsc (Hons)

2002

Henson Demonstration Secondary school (SSCE)

1996

Word of Faith Group of School

First School Leaving Certificate

2011

Certificate Program in Onshore/Offshore

Health Safety and Environment (HSE)

2021

Communication and Report Writing Skills

SKILLS

- Self confidence/ positive, Collaboration/ Team work, Problem solving, Empathy, Communication.

REFERENCE

- **BARRISTER STEPHEN OKOROR - "Okoror & Okoror Co. (Ikheloa Chambers) Benin City. Edo State"**
Barrister/Solicitor
+2348035975268
- **PASTOR OLAJIDE OBALOWOSE - "Redeemed Christian Church Of God (Sunshine Parish) Benin City, Edo State"**
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