

VICTOR UZOR ONYEABOR

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CAREER SUMMARY

A dedicated efficient and target driven service oriented professional in Business Management, passionately committed to setting up an enabling environment for continuous organizational growth.

CORE COMPETENCES/SKILLS

- Good management skills
- Excellent written & communication skill
- Microsoft office and CRM software
- Business Developer
- Sound relationships builder
- Problem solving skills
- Critical & Analytical thinking
- Excellent time management
- Business intelligence skills
- Business Analyst

ACHIEVEMENTS

- Supervised a working plan through data analysis on (Goggle Sheet) for ease monitoring of work progress and speed accomplishment of assigned duties while working at Expert Education.
- Achieved 90% IT related online result delivery.
- Supervised employees during day to day tasks with active results
- Assisted clients in resolving process service conflicts.
- Worked with a selected set group that planned and executed policies that helps to recover more than 85% outstanding debts for my organization while at Olu-Victory group of schools.
- Recruitment and training of new employees.
- Planned and maintained a set work tools that puts every workforce on their toes in pursuit of organizational goals.
- Implementation of workflow procedures based on directives.
- Increased clients' retention rate by 90%.
- Part of a team that identified strategies and structure that helps to improve my organizational performance while adhering strictly to government policies.
- Helps to build a strong working relationship while working in position of a manager at Bonjour Bakery Company.

PROFESSIONAL MEMERSHIP

- Associate member Chartered Institute of Professional Managers (CIPM) (In view)

CERTIFICATIONS

- Project Management Professional (PMP) 15th July, 2015
- Occupational Safety Certification (HSE) 15th July, 2015
- Mastering the basics of Microsoft Excel 5th Jan, 2023
- Transformational Leadership 16th July, 2023
- Diploma in data analytics with python 16th July, 2023
- Diploma in supply chain management (SCM) (in view)

WORK EXPERIENCE
FLYING EAGLES LEARNING SCHOOL

Post Held: IT Head

June 2022 to date

Duties:

- Attend to clients on IT related issues
- Creating workshop and training program for all staffs
- Running routine system operations.
- Advising staffs on possible means of solving IT related issues.
- Creating and implementing the organization's IT policies and practice manual.
- Organizing and establishing deadlines for major IT projects.
- Monitoring IT efficiency.
- Assessing, monitoring and upgrading systems and processes.

Post held: Head of Department (HOD) Primary classes

Jan 2022 to date

Duties:

- Responsible for designing the regulations, curriculum to keep up to date with relevant changes
- Attending to meetings where development issues are discussed.
- Ensures the smooth functioning of department and consistent provision for academic ambiance
- Maintain general discipline of students and staff.
- Conducting research and setting goals.
- Ensures overall day to day operations run smoothly
- Demonstrating vision and empower others in order to deliver in good time.

Post held: Class Manager

Sep 2021 to date

Duties:

- Plan, prepare, administer and grade tests and assignments to evaluate student's progress in the subject.
- Establish clear objectives for all lessons, units and projects and communicate those objectives to students.
- Use experiments, practical or project based teaching to improve students/pupils learning.
- Draw up short and long term plans that will ensure that each child is working towards set learning goals.
- Ensures they are well taught through the given syllabus.

D'EAGLES WINGS CHEMICAL ENTERPRISE

Post Held: Admin and Sales Manager

Jan 2020 to date

Duties:

- Setting up modalities and standards to ensure thorough satisfaction of customers' needs and demands.
- Maintaining an overall management style that follows company best practices.
- Documenting and updating daily inventories.
- Identifying sales lead and maintaining good working relationship.
- Planning and overseeing new marketing initiatives.

- Increasing the value of current customers while attracting new ones.
- Taking and maintaining proper sales records of all products to ascertain the growth rate of the business and measures for diversification.
- Making sure customers have adequate knowledge and proper sensitization on the use of a product before and after purchase.
- Constantly communicating new product development to prospective clients.
- Monitoring the inflow and outflow of stocks to determine when there is need for replenishment.
- Developing goals and business growth strategy and ensuring they are fully met.
- Reconciling bank statement with the cash book.

EXPERT EDUCATION & VISA SERVICES

Jan 2019 to Sept 2019

Post Held: Offshore Counselor

Duties:

- Responding to customer queries and handling registrations.
- Maintaining data of all registered students and their visa status
- Counseling and assisting students for excellent choices while processing overseas schools.
- Checking through application forms, GTE forms of clients for respective institutions.
- Coordinating students and relaying information gathered to universities for ensuring smooth admission process.

BONJOUR BAKERY LIMITED

Jan 2017 to Dec 2018

Post Held: Manager

Duties:

- Developed and implemented long and short-term marketing strategies.
- Researching organization and individuals to find new opportunities.
- Prepared detailed reports on inventory operations and stock level
- Recruit and trained new employees.
- Controlled, monitored and directed the workforce towards goals attainment
- Took strategic decisions that daily sets the organization towards goal accomplishment
- Planned and ensured sustainability of quality and customer satisfaction
- Worked as a procurement officer, replenishing stock-out products

OLU-VICTORYLAND SCHOOLS

Nov 2015 to Dec 2016

Post Held: Supervisor

Duties:

- Plan, direct and supervise all staff and pupils.
- Conduct performance evaluation and development programs for all teaching staff to ensure proper alignment with organizational goals.
- Ensured the stability and sustenance of outstanding performance through strategic planning.
- Represented the organization at conferences and seminars where managerial skills acquired were applied, yielding effective growth in the organization

Post Held: Class Manager

Nov 2015 to Dec 2016

Duties:

- Close-marking every child/wards' performance to daily ascertain where help was most needed.
- Followed up on every child as a project that awaits full delivery.
- Effectively tutored the young kids thereby tailoring their mind towards securing a brighter future.
- Organized weekend lessons for the average/slow learners to put them on track with their fellow colleagues.

DEEPER LIFE SECRETARIAT EKITI STATE (NYSC) Nov 2014 to Oct 2015

Post Held: Accountant

Duties:

- Disbursed cash to zonal account officers
- Harmonized finance requisition form with cash expenditure record in compliance to government regulations and for ease perusal by the auditors
- Balanced regional accounting records with that of the state accounting record for easy accessibility.
- Reconciled bank statement by comparing bank statements with the general ledger
- Maintained account data base
- Protected organization's value by keeping information confidential.

EDUCATIONAL QUALIFICATIONS

- B.Sc: Business Management(2¹) 2014
Ebonyi State University

INTERESTS

Reading accounting and managerial books, Traveling, Soccer