



## **CURRICULUM VITAE**

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Results-driven and a certified graduate of Caleb University of Nigeria with a Bachelor's Degree in Business Administration (Marketing), Possesses relevant professional experience, in Sales/Marketing sector, offering a proven track record in marketing and communications, I am dedicated to delivering exceptional customer service satisfaction and contributing strategic insights to execute successful marketing campaigns.

A great team player with experience in sales management, telemarketing, market research, general business administrative work and advance oral presentation all of which I am able to balance with multiple competing priorities.

## **SKILLS:**

### *Sales and Marketing:*

- Proficient in Microsoft Office Suite for precise sales data management.
- Exceptional attention to detail, ensuring flawless execution of marketing strategies.
- Strong customer relations skills, adept at fostering and maintaining client relationships.
- Proven ability to multitask effectively, managing diverse priorities on an international scale.

### *Communication:*

- Advanced communication skills for impactful interactions with a diverse audience.
- Expertise in conducting persuasive oral presentations, telemarketing, and articulate written communication.

### *Organizational:*

- In-depth knowledge of marketing research methodologies, contributing to informed global decision-making.
- Skilled in maintaining efficient filing systems and meticulous documentation adhering to international standards.
- A collaborative team player with demonstrated proficiency in sales management and administrative tasks.

## **PROFESSIONAL EXPERIENCES:**

### *General Sales Specialist*

**Pinnacle Oil & Gas Limited** (July 2022 – September 2023)

- Managed sales data entry into Sage, utilizing advanced business management software.
- Conducted retail sales petrol tolerance reports, incorporating Word and Excel templates.
- Scheduled and led meetings with international junior sales staff, fostering a collaborative work environment.
- Conducted retail petrol station inspections, ensuring compliance and operational efficiency.
- Calculated and established new petrol prices through comparative analysis of competitors.
- Managed the company's social media presence, handling graphics design, and editing advertisements.

### *General Sales Manager*

**Distress Trading Center** (August 2021 – June 2022)

- Conducted comprehensive property inspections, ensuring accurate assessments.
- Efficiently scheduled and managed meetings and appointments, optimizing organizational productivity.
- Successfully sourced properties for both sales and rentals, demonstrating strong negotiation skills.
- Coordinated general bookkeeping and served as a work attendance coordinator, ensuring smooth operations.
- Built and maintained client relationships through oral presentations, emails, and international telemarketing.
- Conducted surveys/marketing research to inform strategic decisions and drafted memorandums.

### *Sales/Market Representatives*

**Kenvy Integrated Services** (April 2014 – August 2018)

- Effectively entered sale data into company templates using Excel worksheets.
- Supervised general marketing activities, ensuring alignment with organizational objectives.
- Engaged in sales/rental of company properties, demonstrating a results-oriented approach.
- Conducted site inspections and prepared comprehensive international reports, contributing to informed decision-making.

### **EDUCATION:**

#### **Caleb University**

Bachelor of Science – Business Administration

Oct 2018 – Sep 2021

Grade: Second Class Upper

Skills: International Sales/Marketing, Digital Advertisement, Global Teamwork

Joint Admission and Matriculation Board (JAMB)

July 2013

#### **Classical International High School**

SSCE, Social Sciences

Jun 2007 — Jun 2012

Graduated with scores in WASSCE (1 B2, 2 B3, 1 C4, 1 C6, 1 D7, 1 E8)

#### **Picfleur High School**

Primary Diploma / Testimonial

July 2000 — July 2006

### **CERTIFICATIONS:**

- West Africa School Certificate O'Level
- National Examinations Council
- B.Sc (Hon's) Business Administration
- Certificate of National Service
- Certificate on Framework for Data Collection and Analysis
- Certificate on Introduction to Data Analytics from IBM

### **REFERENCES:**

Names: ENGR ONI MOBOLAJI.

Job Title: PINNACLE (W) REGIONAL ENGINEER.

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