

EMEKA EMMANUEL

ABOUT ME

Self-motivated and success-driven Sales and Development Analyst with 4+ years of experience leading cross-functional teams in the development, documentation, Research, and delivery of process innovations driving the attainment of business goals. Seek opportunities to transform company practices into fresh, cost-effective solutions leading to more efficient operations.

EXPERIENCE

BUSINESS ANALYST

Courteville Business Solutions Plc
| Mar 2017 - 2018

- Develop Marketing and analytics reporting practices to assess product launch success performance and if needed future adjustments.
- Completed in-depth analyses for business-optimization projects, reporting tools, back-office programs and payment-processing apps. Measurable outcomes:
- Partnered with developers to automate manual processes, saving time and money while decreasing errors. Credited as a primary driving force behind a 5% increase in margins this fiscal year.

NIGERIAN BREWERIES | Feb 2015 - Dec 2016
HR Policy Admin Assistant

- Developed and implemented effective process for hiring and retaining qualified candidates and employees.
- HR employee file assesment officer
- Primarily responsible for assisting the Executive VP of Human Resources on a variety of administrative and clerical duties that are necessary to run and maintain the department efficiently.
- Schedule appointments, organize and maintain staff personnel files, travel arrangements and expense reports, annual budget, train new HR staff.
- Audit department invoices and prepare documents for payment to the finance department.

OMATEK PLC

Content/Research Analyst| Apr 2018 - Jan 2019

- Loading promotions for the properties, as agreed by the Market Manager during contracting
- prepared reports used for analyzing customer behavior , market opportunities and conditions , marketing results , trends and investment levels.
- Experience in environmental-related areas where project management and communications skills were fully exercised
- Knowledge of Geographic Information Systems (GIS), statistics and data analysis

SKILLS

- D2C e-commerce solutions
- Adobe Suite: Photoshop, Illustrator, After Effect and InDesign
- Requirements Gathering & Analysis
- Fintech Analytics
- CRM (Customer Relationship Management)
- Strong research skills, including the ability to identify relevant and reliable online resources.
- Demonstrated business and financial analysis skills, and proficiency with Word, Excel, Outlook, PowerPoint, and SharePoint

EDUCATION

National open university | 2014 - 2018

BACHELOR OF MANAGEMENT SCIENCE, MAJOR IN
BUS ADMIN

PAT'S PRIVATE SECONDARY SCHOOL

Secondary school certificate (SSCE) |

PERSONAL PROJECT

Brand Developer @ 2016 Cancer
Awareness Campaign

- Lead the creative process and developed Innovative concepts for 2016 Cancer awareness Campaign
- Provided Infographic and other Materials and posters for the use of the Breast cancer awareness

Inhouse Content Producer

- Developed concept and overall content for Consulting firms, Whitepaper. CaseStudy, blogs and Media content

CERTIFICATION

- Technical Support Fundamental provider: Coursera
Technical support Google Career Certificate
- Digital Marketing Pro
Provider: American Marketing Association (AMA) + Digital Marketing Institute
Issued: October 2020
Certification ID: C86 LRG CGB
- Blockchain Basics
Provider: Coursera Course
OFFERED BY MULTIPLE PARTNERS
Certification ID: C65 LRGP CBB