

EDITH C.
ROAGBALACHI

Plot 16, Block 102, Hunponu Wusu Rd,
Lekki Phase1, Lagos 
+2349056871777 
chidimmairoagbalachi@gmail.com 
Abia State, Nigeria 



ABOUT EDITH

I am a well-organized, reliable, hardworking, and analytical individual who can work effectively unsupervised or as part of a team, communicating effectively at all levels. Skilled at problem solving and very commercially aware, I'm self-motivated and accustomed to working with timelines and meeting deadlines even under pressure.

I aspire to work within a dynamic organization where I can apply my core skills of Project management, Communication and Negotiation to produce world class results. With 4 years proven experience in Business development, procurement and purchasing in the Oil and Gas sector, I am keen to positively utilize these skills to promote my personal and professional development.

An ability to rapidly accommodate various concepts allows me to add value and creativity to teams within short time frames to achieve success. I also possess excellent skills in prioritization and time-management. Numerate and meticulous, I have strong analytical, organizational and presentation skills.



EDUCATION

B.Sc chemistry Science | University of Lagos, Akoka.
2015-2019

Major in applied chemistry, process engineering and chemical engineering, with a GPA of 3.25pt.

Jupegb certificate in pharmacy | University of Lagos, Akoka
2014 – 2015

Major in pharmaceutical sciences, Physics, Chemistry and Biology. Graduated with two distinctions and one credit.

WASSCE O-Level | Maverick College, Ibadan
2009 – 2015

Physics, Chemistry, Biology, Geography, computer science, Mathematics, English, French...

Common Entrance | Mary hill Convent School, Ibadan
2003 – 2009



EXPERIENCE

Business Development Officer | RIT BEULAH ENGINEERING SERVICES

2020 – Till Date

- Fully involved with the business acquisition process through collaboration and innovation to create value for new and
- Continuous customer engagement and relationship building to facilitate business growth;
- Carrying out detailed product awareness, sales of products, services and contracts;
- Identifying sales leads, pitching goods and services to new clients including client relationship management;
- Following up with new business opportunities and setting up meetings with old and new clients.
- Supporting the CEO on all major fundraising initiatives
- Lead the development of new strategic partnerships
- Ability to conceptualise and design new programs and initiatives, as well as sell the new programs and initiatives to potential donors
- Primarily responsible for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
- Identified funding sources and trends to help position GSF ahead of major funding changes or trends.
- Monitoring all donor information provided and presenting statistical analysis to board and senior leaders.
- Developed and implemented a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the business development program

Retail Associate & Customer Service Associate | HOUSE OF LUNETTES

2018 – 2019

- Worked with the executive manager to understand customers' requirements and specifications
- Recommend branded glasses to various clients and build new ones where need be
- Providing introductory information to new customers
- Ensuring that customers are satisfied with products or services
- Following up with clients or customers to check that they're still satisfied with any purchases
- Letting customers or clients know about additional products or services
- Determining the quickest, most effective ways to answer a client's or customer's questions
- Escalating queries and concerns
- Sales turnover of 400% above monthly target
- Social media marketing and promotion of company product

Process Engineer(Intern) | WESTFIELD OIL AND GAS COMPANY

2017 – 2018

- Worked as a process Engineer in the Engineering department
- Worked as a project supervisor at the project control department, supervised three projects

- Worked in the accounting department to issue receipts and arrange them Numerically and gather necessary reports required for top management decision making



TECHNICAL SKILLS

- Chemical laboratory research
- Oil and gas technology.
- Environmental studies (Health and safety management)
- Chemical Engineering
- Microsoft Office Word processing
- Microsoft Office Excel
- Microsoft Office PowerPoint



SOFT SKILLS

- High level of spoken and written English and well-developed listening skills.
- Great at team education and leadership
- An excellent eye for details.
- Exceptional communication
- Good networking skills
- Working under pressure
- Efficient Document management
- Effectively communicate with people at all levels
- Effective utilization of time.
- Diplomacy and negotiation
- Analytical and strategic thinking
- Project Management



ACTIVITIES

Passionate about giving help to the needy, very analytical in reasoning, I am empathetic with a relatively high emotional quotient. At my free time, I like drafting business plans, solutions pathways to problems and watching science documentaries.



VOLUNTEER EXPERIENCE

Assistant Store Manager | PC Iroagbalachi and Sons Ltd

2013 – DATE

- In charge of day-to-day accounting and management of goods and services sold in the store.
- Managed four salesgirls working in the store.
- Sales and restocking activities
- Daily, weekly, and monthly stock taking and reporting



AWARDS

2018/2019 Nominee – Entrepreneur of the Year Award | University of Lagos
2018/2019 Winner – Most Sophisticated Student Award | University of Lagos
2017/2018 Winner – Entrepreneur of the Year Award | University of Lagos
2015/2016 Winner – Most Influential Female Award | University of Lagos



REFREES

Mr. Dave Huntrods

Chief Operating Officer | Etihad Oil and Gas
dave.huntrods@aol.com

Mrs. Iroagbalachi Joy

Head, Intensive Care Unit | UCH, Ibadan
Irohjoy60@gmail.com / 08034059078

Professor Raymond Okafor

PhD Harvard | HOD, Department of
Mathematics, University of Lagos