

# EMMANUEL AFEKHUME

Emmanuel.afekhume@gmail.com | 08100075946, 07058171632 | Iyana Oworo, Lagos, Nigeria  
Linkedin.com/in/emmanuel-afekhume

---

A result driven graduate of statistics with over three (3) years working experience, with area of expertise which includes Data analysis, Project/Brand management, operations management, customer relationship building and management. Excellent at office management with expertise in Microsoft office suite, human relations and multilevel marketing. Tech savvy individual with exquisite communication and interpersonal skills, proven team player, vested with the ability to proffer innovative solutions to increase company's economic freedom via tools acquired by experience via meticulous and intentional self-development.

---

## Certifications and Skills

- **Finacle (Banking Software)**
- **Research Methodology**
- **Operational Research**
- **Bitrix24 (CRM Software)**
- **Data Analysis**
- **SPSS (Data Analysis Software)**
- **Canva (Graphic Design Software)**
- Workflow Tools: MS-Project 2013, MS-Excel, MS-Word, MS-PowerPoint, MS-Outlook
- Creative Problem Solving
- Communication Efficiency
- Social media Management
- Risk Recognition and Management
- Emotional intelligence
- Logistics and Support

---

## Professional Experience

**Team Member, Account Maintenance** | UBA Group | Marina, Lagos | 08/2020 - Present

UBA Plc. is Africa's leading financial institution offering banking services to more than 19 million customers across 20 African countries. A firm with a proven record of excellence in the financial sector and an industry leader in quality and competitive advantage.

- Provided support to branches in their day to day activities.
- Managed portfolio of accounts and monitored for issues in need of attention.
- Opened, closed and updated accounts for customers.
- Utilized up-to-date information to make effective decisions governing bank operations.
- Evaluated client financial positions and identified most appropriate banking products.
- Checked and updated customers' accounts information and also look out for fraud activities.

**Administrative Assistant** | Panache Capital Ltd. | Ikeja, Lagos | 03/2020 – 08/2020

Panache Capital Ltd is an investment firm with a proven record of delivery and excellence in the financial sector and is poised to be the industry leader in quality.

- Provided logistics and support during scheduling, travelling and other professional necessities required.
- Screened phone calls, enquires, requests and handled them when necessary.
- Organized maintained diaries and made appointments.
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Offered departmental administrative support to data base management and information retrieval process.
- Organized stored and retrieved files to enhance daily operations and support customer care.
- Maintained confidential, administrative support to executive team and the directors.
- Drafted professional business memos, letters and marketing copy to support business objectives and growth.

**Government Day Secondary School** | National Youth Service Corp | Jigawa State | 03/2019 – 03/2020

- Mentor, coach and teach students towards achieving set goals and dreams.

- Create study plans with clear, precise and point accuracy to facilitate thorough understanding in the school.
- Educate students concerning their Civic rights and obligations in the society.
- Pioneered Millennium Developmental Goals club with the aim to further inculcate the development goals and how they impact the community.

**Executive Assistant** | J.I Daudu & Sons Ltd | Auchi, Edo | 12/2015 – 12/2016

J.I Daudu & Sons Ltd is a fast-growing organization in south-south Nigeria which specializes in leasing heavy mining equipment to multinational firms.

- Maintained database for the daily activities and expenses.
- Developed and updated spreadsheets and database to track, analyze and report on performance and sales data.
- Oversaw day-to-day management of campaigns and ensure brand consistency.
- Handled logistics, agendas and travel arrangements for equipment's and also for meeting and events for the managers and managing director.
- Updated executives on changing business needs by thoroughly documenting internal and clients meetings
- Distributed company-wide announcements, booked conference room and coordinated annual staff development forum.
- Maintained existing partnerships.
- Researched on potential customers and industry opportunities.
- Provided feedback from customers and research; relay it to business strategists.

**Executive Administrative Intern** | Numerix Development Ltd. | Ikoyi, Lagos | 10/2014 - 01/2015

Numerix Development Ltd is an organization with a proven record in real estate development and is poised to be the industry leader in the future.

- Developed and sustained a level of professionalism among staff and clients.
- Drafted professional business memos, letters and marketing copy to support business objectives and growth.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Delivered expert clerical support to diverse internal staff and management by efficiently handling wide range of routine and special requirements.
- Boosted file efficiency and reduced storage space with proactive management of records and elimination of redundancy.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Responded to emails and other correspondence to facilitate communication and enhance business process.

---

**Education and Training**

---

**Ajayi Crowther University Oyo** | Oyo State | 2022

**Post Graduate Diploma: Business Administration (in view)**

**Federal Polytechnic Auchi** | Edo State | 2018

**Higher National Diploma: Statistics (3.47/4.00)**

**Federal Polytechnic Auchi** | Edo State | 2016

**National Diploma: Statistics (3.45/4.00)**

---

**Professional Licenses**

---

- IBM Data science fundamentals. (2020)
- Google Certification on the Fundamentals of Digital Marketing. (2019)
- Google Local SEO Marketing by Mcjeh Digital Agency. (2019)

**References**

Available on Request