

# ANEKE, CLETUS ODINAKA

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## CAREER OBJECTIVES

To work with a dynamic organization that welcome initiatives, dedication, and excellence, contentiously meeting standing offering and exceptional ability to work with others. Management roles with 7+ years of experience, Excellent customers satisfaction, Logistics Management and flawless in managing staff/management relationship and maintaining utmost confidentiality. Expertise in Microsoft office skills, looking to leverage my knowledge and experience in a role as an administrative staff.

## PERSONAL PROFILE:

I am an energetic, ambitious person, who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I work under little or no supervision, I am a team player/Leader and I'm result oriented. As a graduate with vast experience in management, I am excellent in working with others to achieve a certain objective in real time and with excellence.

## WORK EXPERIENCE

### **Wise Industrial Development Co. Limited Position: General Manager September 2019 – till date**

#### Job Description:

- To oversee the daily business operation.
- To oversee the manufacturing process daily.
- Developing and implementing growth strategies.
- Training low-level staff.
- Creating and managing budget.
- Improving revenue.
- Hiring employees.
- Evaluating performance and productivity.

### **World Gate group Nig. Plc. (Nigerian Brewery PLC {SKD}.) Position: Sales, Logistics and Admin Manager. April 2014 - April 2016.**

#### Job Description:

- To manage the shipment of goods from the producers to super key distributors.

### **Wise synergy company limited (WISE) Position: Asst. Project Manager (March 2017- August 2019)**

#### Job Description:

- To manage the full operation of the farm estate
- To ensure that both the staff of the company and farmers are taken care of
- To ensure that the inputs are adequately implemented
- To ensure that the products cultivated are sold at good prices.
- To do proper estimation of the cost of projection and establish off takers.

- To manage the depletion of good from the distributors to the Bulk breakers.
- To monitor all shipment record and report all discrepancies seen and to ensure that all shipment documents archived properly and are easily traceable.
- To identify outdated practices and develop the processes for the organization and to oversee the general operations and activities in the organization.
- Establish proper customer relations between the company and the customers, to ensure that there is effective information flow and that resources are employed throughout.
- Recover old and maintain existing customers and discover new customers for the company
- Distribute the Nigerian Brewery products to customers.
- Coordinate and direct the cashiers on what to do and supervise the general sales operational activities.

**CHRIS – GOZIE AND SONS NIGERIA LIMITED.**

**AUGUST 2008- JULY 2010**

**Position held –Human Resource Manager**

**Job Description:**

- To ensure that the staff are working in a very high spirit.
- To designate each staff with a responsibility suitable for them.
- Creating a cordial relationship with the customer
- Organizing seminars and workshops for workers to express their minds and know more about their welfare.
- Recording the daily activities of the company.

**EDUCATIONAL BACKGROUNDS WITH DATES:**

- **Madonna University Okija Anambra State (2007-2011)**

**FIRST CITY MONUMENT BANK (FCMB)**

**July 2013- April 2014.**

**Position: Business Banking Group Direct Sales Agent.**

**Job Description:**

- Booking of loan for corporate organizations.
- Marketing of the Bank products.
- Risk Assessments and Liability Generation.
- Business expansion and developments.

**NOUVEAU LIMITED May 2013- April 2014**

**Position: Restaurant supervisor.**

**Job description:**

- Ensuring that transactions done by my subordinate are all done. Correctly without any error or mistake.
- Standing as a middleman between the management and the Staff.
- Organizing seminars and workshops for workers to know more about their welfare and management decisions.
- Recording the daily activities of the company.

**SAINT FRANCIS SECONDARY SCHOOL EKET AKWA**

**IBOM MARCH 2012- FEBUARY 2013 (NYSC)**

**Position – Math Teacher (NYSC)**

**Role:** Teaching Mathematics, preparing tests and exams, working on notes and study references for equation.

**INTERESTS AND HOBBIES:**

- Proffering solutions
- Researching
- Reading

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- **Federal Government Boy's College Garki Abuja (2001-2007)**
  - **Eucharistic Heart of Jesus Model School Kubwa Abuja (1996-2001)**

**QUALIFICATION OBTAINED WITH DATES:**

- **B.SC. in Sociology (2011)**
- **West Africa Examination Council (WAEC) (2007)**
- **National Examination Council (NECO) (2007)**
- **First School Leaving Certificate (FSLC) (2001)**

**OTHER QUALIFICATIONS:**

**Assistant Cadet in Chief; Certified Safety Officer** (Federal Road Safety Commission, Eket Akwa Ibom)

**KONSULT DYNAMIQUE:- Certified Customer Service.**  
(Improving customer Service Delivery in corporate Nigeria)

- Thinking
- Traveling

**SKILLS**

- Computer Skills (Microsoft Office)
- Customer Service skills and Teamwork
- Communication skills
- Multitasking and Time management
- Organizational skill
- Critical thinking and Problem-solving skill
- Adept in Technology
- Supply management

**REFEREES (Can be contacted):**

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