

CURRICULUM VITÆ

Name: **KAYODE ONYEMAH OJUYENUM**
Operations/Administrative/Relationship
Manager

A seasoned and committed administrator with over 10 years experience in administration, management, clients relationship, sales and business development-Interested in both the public and private sectors vis-a-vis international development organization, NGO's, missions and aviation-with a focus on administration, management and consultant on economic growth, cooperation and development.

PERSONAL DATA:

Sex: Male

Nationality: Nigerian

Tel: +2348027296624

E-mail: yenumkay@yahoo.com

Residential Address:

12, Solomon Abiodun Street,
(By rainbow bus stop)Ijegun Road,
Ijagemo via Ikotun. Lagos-
State. Nigeria.

Social Media:

LinkedIn

Facebook

Key Skills:

Leadership

Administrative

Organizational

Analytical

Writing/Reporting

Interpersonal

Negotiation

Decision-making

Communication

Ability to have control over situation

Language:

EnglishProficient

Yoruba.....Proficient

Ukwuani.....Native

Software Skills:

Internet communication

Microsoft word

Excel and outlook

Hobbies:

Reading, Gardening, Watching,
documentary, Travelling, Meeting
People, and playing hockey etc.

EDUCATIONAL QUALIFICATIONS:

2013: Aalborg Universitet, Denmark: M.Sc. in Development & International Relations

1998: University of Ibadan: B.A. (Hons.) in History (Second Class Lower)

1998: N.Y.S.C: Exempted

1990: Dayrem Institute of Professional
Studies Ikeja. Lagos-State; Certificate in Air Travel Studies

WORK EXPERIENCE:

To Date: Ashton & Dave Travels & Holiday, Victoria Island, Lagos. Nigeria:
Job Title: General Manager

- Responsible for the operations and administrative activities of the organization.
- Oversee the daily/monthly sales reports for proper accountability.
- Attends to the regulatory agencies and ensures that vendors are paid on time and as well, ensure that contracts term are favourable and secure.
- Manages office facilities, equipment, assets, vehicles, IT, etc.; and maintains up-to-date assets registers
- Represent the organizations in official related issues.
- Ensure quality customers/clients services delivery at all times.
- Responsible for business development and growth.

2014- 2019: Nehemiah Farm Nigeria Limited (Farm Settlement 1) Ago-Owu,
Osun-State,

Job title; Administrative/Operations Manager

- General administration and the management of the farm yearly budget.
- Monitoring and evaluation of the farm produce.
- Manage the farm budget.
- Prepares and secure suitable land for farming.
- Procure capital and suitable loan for farming.
- Recruitment and management of farm workers.
- Determines the best marketing channel for profit maximization.
- Research, analyze and develop new strategies for further improvement of the farm.

2007-2010: Rewards Travels & Tours Limited/ Port-Harcourt, Nigeria:

Job Title: Branch Head

- General administration and effective management of the branch.
- Business development and Client's relationship.
- Managed the branch yearly budget and account balance.
- Represent the organizations on an official matters.
- Ensure quality services delivery at all times.
- Involve on sales drive to win clients/customers and to meet sales target.
- Negotiates with the airlines regarding fares, ticketing, and discounts.
- Prepare the monthly sales return/turnover reports and many more.

Achievements:

As a pioneer Branch Head, I was instrumental in the establishment of the branch. Contribute to profitability, through cost control and opportunity awareness. Increase the business unit and the annual turnover of the organization. And transformed the branch from a mere state branch to a regional branch.

**2005-2006: Touchdown-TML (Schlumberger Nigeria-Account)
Port-Harcourt. Nigeria.**

Job title: Key Account Manager (Client's Service Provider)

- Responsible for the general administration and management of the travels department.
- Coordinates travel itinerary and tickets issuance in accordance with the Client's, IATA and Government regulations.
- Account reconciliation with the clientele, airlines and the hotels.
- Assigned and distribute work to team accordingly (i.e. flight/hotel reservations; ticketing; airport meet and greet/pick-up).
- Supervise the local/international departure/arrival of personnel and airport pick-up.
- Attend to other logistics/administrative services as required by the client.

**2004-2005: CWT- Transcap Travels Bureaux, C/o Schlumberger Account,
Port-Harcourt. Nigeria**

Job title: Travel Consultant/Administrator:

- Service Provider:-responsible for personnel travel tickets, hotel reservations and accommodation.
- Monitor local and international arrival/departure and pick- up.
- Keep an up-to- date records of tickets sales and hotels accommodation.
- Prepare airlines and hotels accommodation monthly sales return.
- Provide other administrative/logistics services as required by the client on daily basis.

CERTIFICATES:

1. EURECO Diploma Fall 2013- A distinguished lecture series on Europe- within the fields of cultural and social studies, political Science and Law, at the university of Copenhagen. Denmark.
2. AAU Matchmaking and Storving business council solution camp 2011, Storving Denmark.
3. Certificate in Air Travel Studies 1991 (Lagos).

THESIS/RESEARCH WORK:

Masters' Thesis-Topic: The Economic Backwardness of nations: A Comparative Analysis of Economic Development and The Challenges to Economic Growth in the Sub-Sahara Africa in the 21st Century.

Research work- Topic: The United Nations and the Millennium Development Goals: "A Metaphor of putting the Cart before the horse"

Research work- Topic: Foreign Aid, 'The Paradox of the development of the underdeveloped countries'" (A case study of Nigeria).

Bachelors Thesis- Topic: The United Nations and Conflicts Resolution in Africa; A case study of Rwanda Crisis: 1990-1996.

REFERENCES:

*** Dr. Wolfgang Zank**
*Associate Professor,
Dept. for Culture & Global Studies,
Aalborg University, Denmark.
Tel: 0045 2259 0260
Email: wzank@cgs.aau.dk*

***S. Ademola Ajayi PhD**
*Senior Lecturer
Dept. Of History
University of Ibadan,
Ibadan. Nigeria.
Tel: + 234 8023392409
Email: ajayisa@yahoo.com*

***Mr. Andy Esun**
*Managing Director,
Touchdown-TML (SLB Account),
Port-Harcourt. Nigeria.
Tel: +234 8032002322
Email: esunandy@gmail.com*