

# Onyero Nwada

administrative assistant

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## Languages

English

## About

A highly organized and detail-oriented team player, with strong organizational skills, and ability to handle multiple tasks simultaneously, with a high degree of accuracy to help achieve company goals. Possesses the required skills to direct and Enhance store operations within Fast-pace retail environment. Focused on coaching and mentoring high performance retail teams with the interpersonal skills to build a robust and productive relationships with customers.

### BRANDS WORKED WITH

CyberSpace Technology

ECOWAS

Future Bridge Limited

Rehoboth oasis multi synergy limited.

## Experience

### ● Head of sales and Retail

Rehoboth oasis multi synergy limited. | Sep 2017 - Now

- Leading by example, delivering effective training and motivating team members to inspire the consistent achievement of store targets, KPI and improved efficiency.
- Analyzing sales figure, forecasting future sales volumes and constructing subsequent reports on performance to use as a benchmark.
- Overseeing and harmonizing departmental and team operations to ensure realization of company objectives and sales figures.
- Coach sales associates in product specs ,sales incentives and selling techniques.
- Identify New strategic business opportunities, initiative and partnership by introducing New Distributors and achieve business.
- Identifying market demands and trends, establishing business in new market domains.
- Built relationships with customers and exceeding sales targets.

### ● Administrative Assistance

ECOWAS | Jan 2015 - Jul 2017

- Planned and maintained work systems and procedures.
- Maintained utmost discretion when dealing with sensitive topics
- Scheduling and coordinating meetings, appointments and travels arrangements for the president and cabinet members.
- Managed travel and expense reports for team members.
- Developed New filing and organizational practice, saving the organization a huge sum of money in contracted labor expenses.

### ● Procurement Assistance

CyberSpace Technology | Feb 2014 - Aug 2014

- Place orders for of materials in order to replenish stock levels as and when required.
- Ensured the timely delivery of products to customers
- Supported the team by maintaining and monitoring KPI to optimize supply chain performance.
- Coordinated quantities, prices and delivery schedules.
- Analyze invoice queries with the Accounts Department to allow for prompt payment.

### ● Real Estate Agent

Future Bridge Limited | Feb 2008 - Dec 2010

- Collaborated with sellers, coaching them through the process and coordinating open houses.
- Developed positive relationships with lenders, appraisers, home inspectors.
- Guided sellers and buyers in marketing and purchasing property increasing agency revenue by 18% in 2009.
- Facilitated paperwork such as closing statements, deeds, contract, purchase agreements, and leases to increase efficiency by 15%.

## Education & Training

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2023 - 2023 ● University of Sunderland in London  
Master of Science,