

NAINESI BARINUA

MANAGER



PROFILE

I am a dedicated manager with a strong track record in leading teams, creating engaging content, and optimizing workflows. Quick to adapt and solve problems creatively, I thrive in dynamic environments. With a commitment to high standards and attention to detail, my goal is to continue achieving excellence in my career.

CONTACT

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alexmilzrankin

Nainesi Capital, Kendo Street, Akpajo, Nigeria (Google Map)

EDUCATION

2014 (WAEC)
Victor international school,
Ogale, Eleme, Rivers State

2020 (BS.c) In Management:
University Of Port Harcourt, Choba, Rivers State.

STRENGTHS,SKILLS AND WEAKNESS

STRENGTHS:

- Intellectual curiosity
- Strong relationship-building and management skills
- Excellent work ethic and positive attitude
- Team spirit and collaboration
- High attention to detail
- Observant and analytical thinking
- Effective oral and written communication

SKILLS:

- Social media expertise
- Data management
- Hands-on problem solving (part-time engineer/electrician)
- Proficient in Canva, AI tools, third-party apps, and Google Suite
- Skilled in Microsoft Word, internet navigation, and basic computing

WEAKNESS:

- Above all, I'm a reserved speaker, particularly in new environments and with unfamiliar people. I prefer taking my time to process my thoughts before speaking.

WORK EXPERIENCE

OFFICE MANAGER/RECONCILIATION OFFICER

@ARROWHEAD INTEGRATED/ SABI (NYSC PPA)
SANGO OTA, OGUN STATE, / LAGOS

September 2021- July 2022

<RESPONSIBILITIES>

- Sourced potential clients and addressed their needs.
- Negotiated client agreements and ensured a productive work environment.
- Trained new employees on business operations.
- Calculated daily sales and prepared reports for management.
- Managed monthly bank reconciliations for accurate cash flow.
- Handled social media and IT functions, including passport photography.

SABI PARTNERSHIP:(ARROWHEAD LOGISTICS<SANGO HUB >)

<RESPONSIBILITIES>

- Calculations Of Sales For The Day
- Updating The Hub Tracker

SOCIAL MEDIA MANAGER

APRIL 2023 - PRESENT

Remote On
@Upwork, Indeed, LinkedIn, Hire5,Oneforma

Hybrid-Remote

- Luxe Aesthetics Spa Saloon
- Leia's Essence

<RESPONSIBILITIES>

- REGULAR CONTENT CREATION: Consistently produce engaging content for social media platforms.
- DETAILED CONTENT WRITING: Craft specific and captivating captions for each post.
- DAILY POSTING: Publish at least one post daily to maintain a dynamic online presence.
- CLIENT ENGAGEMENT: Maintain regular communication with clients to enhance relationships and address their needs.