

Ann BILE
Administrative Director and legal affaires

Director Personal Review
21 January 2021

- Personal achievements:
 - Translation of the company's website from english to french : I read all the pages on the website to be sure that the translation was correct. I sent the corrections to the CEO who did the modifications directly on the website because i do not have the access to modify the website.
 - Working on the Nigeria labour law for the company's recruitment : I search on the internet to find reliable sources concerning the Nigeria labour law. I read through them and pick out the information that we need regarding our employees. I gave just a little information to the CEO regarding the candidate interview that we were preparing. I have decided to do some general summering for the future. Hopefully, when we get to Nigeria, we will buy some of the law books and code for the company.
 - Declaration of the company in France: I did the declaration of the company online, so we are waiting for the certificate, it might take one month to receive it.
 - Candidate interviews: We had a candidate that we interviewed for the bayelsa office, i did one with the CEO and a second one with the Director of Public relations, a third one was to be programmed with the senior marketing director, unfortunately we need to put an end to the interviews so the last one was cancelled.
 - Organising meetings with the CEO and all the staff: I had several meetings with the CEO and i also organised some with all the staff.
 - Attending a meeting with a client: I attended a client meeting with the CEO and the marketer that introduced the client.
 - The difficulty I encounter in this part concerns the network service in Nigeria. We used to lose some of our meeting participants and it is sometimes difficult to get them online.

- 4 months Goals:

- Get the list of small company's in France: I will go to the official website where all compagny's name and date of creation are published. After getting some companies name, i need to find their e-mail address and send them e-mails concerning our company and offers. If i did not get any reply or answer, after one week, then i will Call them to find out if they received my e-mail and i will take the opportunity to present our company and the government offer of a refund. I hope that will encourage them to purchase our services.
- Contact some people that are doing small businesses if they are interested in starting an online market: There are some people that used to put their tables and sell african products where the blacks used to do church services, parties etc. I can also propose our services to them. With covid 19 they are obliged to close their shops.
- I will do a resume of the Nigeria labour law, so that we can have it on a device at our disposal.
- The company policy is asking us to make 2 clients per month, I will try my best to meet the target of 8 clients for the 4 months to come. The Lord is our strength.

At Saint-Denis, Paris-France.

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