

## Chief Executive Officer Offer Letter

For the past 12 months, the company has been looking for an experienced Chief Executive Officer to lead our company! As a CEO, you will be responsible for the supervision of the overall business strategy and success. Your role will be crucial to the success of our company, as you will be giving all the strategic directions to the executive team across the whole company.

We want our CEO to be a motivator and a great leader. We also need you to be able to see the big picture and think out of the box.

### Chief Executive Officer (CEO) Job profile

The Chief Executive Officer (CEO) at T&T Web Designing & Marketing Services is the highest-ranking executive position in our company. Even though your responsibilities may vary, you are generally responsible for the overall success, growth, and development of the entire company. The company doesn't require the CEO to present a Curriculum Vitae (CV) for the reason that the CEO has worked in the capacity of Vice President for 2 years and 10 months in our company.

### CEO Duties and Responsibilities

The Chief Executive Officer (CEO) job description will contain the following duties and responsibilities:

- Develop high-quality business strategies and plans
- Ensure strategy alignment with objectives
- Lead with an example and motivate subordinates
- Encourage employee engagement
- Train a high performing managerial team
- Oversee all operations and business activities
- Make high-quality investing decisions
- Enforce adherence to legal guidelines and in-house policies
- Ensure the company's complicity with legal and business ethics
- Review financial and non-financial reports
- Give advice for improvement and suggestions for solution



- Build trusting relations with key partners and stakeholders
- Maintain contact with important shareholders
- Train, motivate and lead others
- Analyze problematic situations and suggest solutions
- Keep abreast of the markets and industry trends

## The Chief Executive Officer (CEO) Has Met The Following Job Requirements and Qualifications:

Chief Executive Officer (CEO) portfolio contained the following:

Mrs. Ann Bile CV		
WORK EXPERIENCES		
YEAR	POSITION	DUTIES
Sept 2020 - Present	Vice President T&T CALGROUP GLOBAL	Responsible for global operations strategy and Legalities
Feb 2020	Legal professional and co-founder of CAAM 93 (NGO, Center of Administrative Assistance for Migrants)	
April- June 2019	Internship Law firm of Lawyer Marie-Paule Mpiso in Brussels	Drafting of conclusions, divorce agreements, divorce petitions and formal notices
Oct 2018- Feb 2019	Judiciary interpreter in English and Pidgin languages	- Police investigation - Hearing at the police station



		<ul style="list-style-type: none"> <li>- Interrogation before the judge (in office and in court)</li> <li>- Personality survey</li> </ul>
<b>Jan-June 2018</b>	<b>Internship Law firm of Lawyer SARR-BARRY Rokhaya in Paris</b>	<p>Drafted of conclusions, divorce agreements, divorce petitions and formal notices</p> <p>Appealed against expulsion orders from France</p> <p>Customer reception, Secretariat</p> <p>Legal research</p>
<b>2013</b>	<b>Sales Assistant (Camaieu boutique Paris)</b>	
<b>EDUCATION</b>		
<b>2016: Master's in Civil and Criminal Law</b>	<b>University Libre of Brussels- Belgium</b>	<p>Administrative law, public law</p> <p>Criminal law, criminal business law</p> <p>Family law, Civil liability law</p> <p>Social security law, Foreigners' law</p> <p>International contract law</p>



<b>2011- 2012</b>	<b>Institute of Judiciary Studies (University of Nanterre, Paris)</b>	
<b>2010</b>	<b>Master in Comparative Family Law (Paris VIII University)</b>	Comparative Family Law International and European criminal law International and European family law
<b>2008</b>	<b>Law degree (Paris VIII University)</b>	
<b>2005</b>	<b>Baccalaureate series: economic and social</b>	Gutenberg High School, Paris

The integrity of the office of CEO at T&T Web Designing & Marketing Services was determined based on the company's standards, which the Vice President has met. The company's choice was as follows:

- Previous work experience as CEO for at least 3 years
- At least MBA, MA, or Executive MBA or it's equivalent in business administration or similar relevant field
- Experience in developing, planning and implementing successful strategies
- In-depth knowledge of corporate governance, finance and performance management principles
- Familiarity with various business functions such as marketing, sales, finance, HR etc.
- Outstanding organizational and time management skills
- Analytical mindset and problem-solving orientation
- Excellent communication and public speaking skills
- Excellent interpersonal and leadership skills

**2023. Prepared by the Office of the CEO & Board Chairman Dr. Thaddaeus Ewepu Thompson, PhD.**

