**ONWUEMELIE EMMANUEL OKECHUKWU**

**Address: Plot B189, Phase 4, Nyanya, Abuja FCT.**

**Tel: 08135238354**

**Email: Emmanuel\_kchkw75@yahoo.com**

**PROFESSIONAL SUMMARY:**

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To exhibit a high level of dedication and professionalism that will help propel the organization towards the fulfillment of your desired goals and objectives. To contribute towards achieving the growth of Nigeria and the integrity of the organization through the discharge of my responsibilities. To explore means of improving the efficiency and effectiveness of the organization within the context of its operational guidelines. To be creative and work with team member who brings innovative services and ideas that improve organization. To strive for excellence and work with existing staff and facilities contributing the best of my ability so as to improve organizational objectives and achieve managerial goals and target.

**PERSONAL DATA:**

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Date of Birth 8th March 1975

State of Origin Anambra State

L.G.A Idemili South

Nationality Nigeria

Religion Christianity

Marital Status Married

Sex Male

**WORK EXPERIENCE:**

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15th Jan.2018 – Till date: **SELF EMPLOYED – CHEMMOK INVESTMENT LTD, NO. 26 TIGRIS CRESCENT, OFF AGUIYI IRONSI STREET, MAITAMA, ABUJA FCT.**

Job Function: Manager.

**ACHIEVEMENTS**

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* Typesetting, editing, printing, scanning, laminating, photocopying, spiral binding, uploading of documents, newspaper publications & internet services.
* Registration of business names, company names by limited liability & incorporation trustees.
* Maintain existing clients and introduce new ones to the company.
* Computation, documentation, online contents developments.
* Develop client relationship building techniques.
* Develop strategies for marketing the company services and proactively hunt for clients to train on the platform of the company.
* Achieving the set targets/goals of the company within stipulated time.

1st July 2015 – 31st Dec. 2017: **VIKO NIGERIA GROUP OF COMPANIES, SUITE C09/C10 EFAB MALL ANNEX, OFF GIMBIYA STREET, AREA 11, GARKI, ABUJA FCT.**

**Job Function:** Relationship Manager.

**ACHIEVEMENTS**

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* Coordinate and supervise online data uploads, online contents development and management.
* Coordinate and supervise online booking of flights, hotel and interstate bus bookings / management and other travel/tourism services.
* Develop strategies for marketing the company products and services and proactively hunt for clients to train on the platform of the company.
* Maintain existing clients and introduce new ones to the company.
* Computation and documentation of invoices and income statements for partnering companies.
* Computation and documentation of clients’ data base/uploads.
* Develop client relationship building techniques.
* Marketing of company’s products, services and contents development/uploads.
* Achieving the set targets/goals of the company within stipulated time.

10th June 2014 – 25th June 2015:  **CHIDEX COSMETICS, NO. 45, PLATEAU PLAZA, BALOGUN MARKET, TRADE FAIR COMPLEX, OJO, LAGOS STATE.**

**Job Function:**  Marketing Executive

**ACHIEVEMENTS**

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* Marketing of company’s products and services.
* Develop strategies for marketing the company products and services.
* Maintain existing clients and introduce new ones to the company.
* Develop client relationship building techniques.
* Achieving the set targets/goals of the company within stipulated time.

15th Dec. 2010 – 27th May 2014:  **GIRLS’ SECONDARY SCHOOL OBA, L.G.A, ANAMBRA STATE.**

**Job Function:** ICT Trainer / Instructor

**ACHIEVEMENTS**

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* Coordinating, supervising and teaching of ICT students.
* Teaching and training of ICT students and staff.
* Record of students’ assessments and cumulative reports.
* Creating students/staff database.
* Computing of students termly and annual results.
* Computing of students and staff directories.

**EDUCATIONAL BACKGROUND:**

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* 30th July 2010 Cisco Computers Awka, Anambra State Certificate in Internet Business Training.
* 28th May 2001-27th May 2002 National Youth Service, Lagos State. N.Y.S.C Discharge Certificate No. ( A618049 ).
* 8th Aug. 2000-30th Jan. 2001 Decimal Place Computer Institute, Surulere Lagos State Diploma in Data processing and Desktop management.
* 11th Nov. 1995-30th Sept. 1999 Abia State University, Uturu, Abia State. B.Sc. (Hons) in Banking & Finance (2ndClass lower division).
* 20th Sept.1988-25th June 1994 Christ the King College, Onitsha, Anambra State Senior Secondary Certificate Examination (SSCE).
* 12th Oct.1981-18th July 1987 Union Primary School, Nsukka, Enugu State First School Leaving Certificate (FSLC).

**ABILITIES:**

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* Ability to work as a professional
* Ability to listen to others
* Ability to multi-test and meet up with deadlines
* Ability to work under minimum or no supervision
* Ability to administrate large number of staff work force
* Ability for positive effect on revenue generation / marketing
* Ability to work under pressure and form strategic plans on the way forward.

**SKILLS:**

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* **Computer Skills:** **Other Skills:**
* Proficient in the use Microsoft Office, Result Oriented and Great Team player.

Applications e.g. Ms. Word, Ms. Excel. Operations Management.

* Power point Presentation. Transparent honesty.
* Internet, Data Processor. Quick learner and Client focused.
* Desktop Management. Great passion for excellence.

**HOBBIES:**

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* Reading, Listening and Travelling

**REFERENCES:**

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* **EMMANUEL OSANG ABANG ESQ.**

EMMANUEL OSANG ABANG & CO.

Suite B3, A. A. Buntu Filling Station Complex Opp. Shoprite Apo,

Abuja FCT.

08034722662

* **SABO ABDULAZIZ ESQ.**

GREEN PEACE CHAMBERS

No. 21, Durban Street, Wuse 2,

Abuja FCT.

08033260382

* **MR. REGINALD AMADI**

MANAGING DIRECTOR

ARU AND JAY INSURANCE BROKERS LIMITED

Plot B183, Vine Street, Phase 4 Nyanya,

Abuja FCT.

08033722212