Onyenwani Eze JAMES

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| Address. 28, Balogun str, Ibadan | 08066919006,08139698755  onye20092000@yahoo.com, paul4paulo@gmail.com |

**Professional summary**

To be an outstanding diligent and result oriented person eager to perform my task efficiently. Motivated to ensure the objectives of the company are met. To further enhance my knowledge and skills to become professionally competitive and capable with practical experiences for my personal and professional growth and for the benefit of the company.

**Achievement**

Successfully carried out trainings for subordinates, and provide guidelines for members of staff as regards carrying out quality production processes to achieve organizational objectives as well as observing safety measures where necessary while monitoring compliance.

**Skills**

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| * Microsoft Office Word * Office Excel * Office PowerPoint * Microsoft Outlook * Office 365 | * Productive skills * Problem solving skills * Good management skills * Creative skills * Analytic skills |

**Work history**

Office Custodian 2013 to 2017

Lenat Crystal Vision

Wetheral Road, Owerri, Imo State.

* Stock taking of medical glasses.
* Asses risk of delivered items and making sure that they are arranged in an orderly manner to avoid damage.
* Create template for documentation of all items of purchase.
* Management and supervision of other workers to ensure all roles are carried out effectively.
* Keeping records of expiration day and taking off expired items and replace with new ones.

**Production Supervisor/Quality Contrl Officer** 2009 to 2013

**Fantazia Fast Food Limited**

Owerri, Imo State

* Thorough supervision of all production process
* Ensuring compliance and specification
* Stock requisition and supply
* .Assigning of responsibilities to other staff
* Daily assessment of production records.
* Organizing of Menu on a daily basis.
* Daily report to the MD.

**Quality Control Officer** 2008 to 2009

**Yale Food Summal Extension**

Ibadan, Oyo State.

* Analytical assessment and conformity of production process
* Assess risk and give production advice where necessary.
* Daily production report to Personnel Manager
* Providing assistance during production when needed
* Execute all official duties as assigned and at a timely manner.

**Examination Supervisor** 2009

**National Business and Technical Examination Board {NABTEB}**

Warri, Delta State

* Coordinate examination
* Mark answer scripts and award scores accordingly
* Maintaining record of all answer sheets
* Providing assistance in arranging answer scripts
* Execute all other duties as assigned and at a timely manner.

**Project Supervisor/Head of Science Dept** 2001 to 2005

**Magic Touch Secondary School**

Warri, Delta State.

* Teaching students and setting examination questions
* Coordinate Science projects
* Communicating important information to all students
* Managing Science exhibitions and other similar tasks.
* Coordinate weekly meetings with staff to discuss matters arising and way forward.
* Execute all official duties as assigned and at a timely manner.

**IT Staff {4months}**  2005

**Ehis Medical Laboratory, Warri**

Warri, Delta State.

* Test for MP, PCV, Blood Group
* Coordinate Science projects

**Education/Qualification**

**Course Title:** Certificate of salesmanship and Customer Service April 2012

**Institution**: Learning 4 Leaving Business Estate, Warri

Course Title: National Diploma in Science Lab Technology 2005-2007

Institution: Petroleum Training Institute, Effurun

**Course Title:** Certificate of Computer Studies April 2003

Institution: Jexon Communication Network, Warri

Course Title: National Examination Council [NECO} 1998-2001

Institution: Magic Touch Secondary School

Course Title: Junior School Certificate 1995-1998

Institution: College of Commerce, Warri

Course Title: First School Leaving Certificate 1986-1992

Institution: Olodi Primary School, Warri

**Personal details**

Date of birth: January 8th, 1980, Marital status: Single, State of origin: Delta State, LGA: Ndokwe-west, Nationality: Nigerian.

**Hobbies**

Music, Travelling, Games, Reading and Meeting people.

**References**

REFEREE: Mr Gregory Mukoro, College of Education, Department of Computer Science. Delta State 08033839464

Mr Kayode Olusegun Bamidele, Bevpak Nig Ltd, Km 3, Ibadan- Lagos Express way. Sanya bus stop, Ibadan 08056706846, 08064540517, 080173911682.