***IBEAGWA CHIDIMMA***

**CONTACT ADDRESS:**  No.28 Enl quarry katampe road mpape,Abuja.

E-mail: chidimmajoy658@gmail.com

**Phone: 08038781040**

**CAREER OBJECTIVES:**

Enthusiastic individual with an excellent initiative and knowledge in chemical analysis and project implementing processes; ready to support organization goals through the maximization of my skills.

***EXPERTISE:***

Strong communication and presentation skill

Good team player

Good management skill

Proficient in Ms word, Ms Excel,Power point and

SPSS

**CERTIFICATIONS**

German language (in view)

Statistical Consulting Dataville Research LLC 2021

*Project Management (PMP)* Bridge water Gates, Abuja 2019

*Health Safety and Environment* Bridge water Gates, Abuja 2019

**EDUCATION QUALIFICATION**

Nnamdi Azikiwe University, Anambra State 2014 – 2018

***B.Sc in Applied Biochemistry***

Our Lady’s Special Science School Nnobi, Anambra State 2004 – 2010

***Senior Secondary Certificate Examination***

*Ccima Nursery and Primary School 1995-2000*

***First School Leaving Certificate***

**WORKING EXPERIENCE:**

**Nigeria Export Promotion Council (Nysc)2020**

Administrative Assistant (Office of Executive Director)

Achievements

Conducted required research,documentation and reports for senior management.

Maintained utmost discretion when handling confidential matters.

Reviewed and updated correspondence files.

Assisted the senior administrative officer to complete daily tasks.

**May & Baker Nig. Plc, Lagos State**  2017

***Position: Quality Control Unit (Industrial Attachment)***

*Responsibilities*

Performed all the necessary test to determine identity, purity, potency and composition of raw materials.

Ensured that all finished products conform to their given specifications

Analyzed finished product to ensure that they are free of contamination and impurities.

Ascertained that certified finished products are delivered on time.

**VOLUNTEER EXPERIENCE**

Junior Achievement Nigeria

Nigerian Red Cross Society

**PERSONAL INFORMATION:**

Date of Birth: 14th November, 1992

Marital Status: Single

State of Origin: Anambra State

INTEREST

Socialising, traveling,and Reading.

**REFEREERS:**

**Mrs Ndukwe Esther**

**08037846252**