**OBI GOODNESS CHIZARAM**

NO.5 OKEY STREET OFF NTA ROAD PORT HARCOURT, RIVERS STATE. 08063022499, 08185332757

[zara\_sucre1@yahoo.com](mailto:zara_sucre1@yahoo.com)

zarabriel7@gmail. com

**Other personal data:**

**Date of birth:** 24the February 1992

**Place of birth:** Aba

**Marital status:** Single

**L.G.A:** Umuahia North

**State:** Abia

**Nationality:** Nigeria

**OBJECTIVE:** To facilitate the general interest of the organization by bringing innovations in line with the mission and vision of the concerned establishment.

**EDUCATIONAL QUALIFICATION WITH DATE**

|  |  |  |
| --- | --- | --- |
| **INSTITUTION** | **QUALIFICATION** | **DATE** |
| University of Nigeria Nsukka, Nigeria | Bachelor of Arts (History and International Studies) Second Class Honors (Upper Division) | 2016 |
| Federal Government Girls’ College Umuahia, Abia State | SSCE (WAEC) | 2010 |
| Abia State University Primary School, Aba, Abia State | First School Leaving Certificate | 2004 |

**WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY** | **POSITION HELD** | **RESPONSIBILITY** | **DATE** |
| Carlu Graphics Printing Press; 94 Cameroun Road Aba, Abia State.  Community Secondary School Ifoko, Rivers State.  The Entrep Academy  Masters Oil Energy and Gas Limited.  Valleumbra Flour Mills Limited | Front Desk Officer/ Cashier  Social Studies Tutor  Administrator  Supervisor  Secretary | Listening and identifying customers need and satisfaction.  Ensuring accurate book keeping.  Ordering for company's working materials.  Arranging and ordering for jobs according to delivery schedule.  Attending and ensuring colleagues satisfaction on the materials they need.  Issuing receipts for jobs paid for.    Teaching, Research, Course Design and Time Table Planning  Providing general clerical/administrative support including photocopying and filing. Undertaking reception duties which includes but not limited to answering telephone, responding to queries and enquiries and attending to visitors when appropriate on behalf of the Proprietor. Hiring and supervising members of staff,manage budgets and make decisions that affect members of the academic community.  ordering of stock and interacts with vendors delivering goods. Other duties include creating the employees' schedule, training new employees, supervising daily activities and handling disputes between employees and customers.  Maintaining effective records.  maintaining files/tracking records.  Picking of previous day's despatch/Ticking of current day's payment.  Manual/Electronic balancing of drivers accounts.  Inputting/compilation of monthly production.  Drafting of monthly reports. | September 2011- September 2012.  2017-2018  May 2018- October 2018.  October 2018- Till Date.  February 2019 ( Contract job) |

**PERSONAL PROFILE:**

Energetic, paying attention to detail(s) and a good communicator.

Punctual, reliable, dependable, outgoing and honest.

Organized and hardworking embedded with team work.

**COURSES AND AWARDS:**

**2018** Certificate of participation, Conference for Emerging Entrepreneurs organized by FSD in conjunction with United States Consulate.

**2016** Department of History and International Studies award as the most versatile student of the year

**2009** Certificate of attendance (Federal Ministry of Youth and Development Abuja) training course at Aluu-Port Harcourt on Citizenship and Leadership.

**2009** AIESEC training course tagged Project ASKS (Answers, Solutions and Knowledge) organized by AIESEC in conjunction with RIVSACA and Citizenship and Leadership training center**.**

**2018. Certificate of Ambassadorship for Global Peace Chain for the year 2018-2020.**

**2018. Certificate of Ambassadorship for Future Nigeria.**

**COMPUTER SKILLS:**

Proficiciency with: MS – Word, Internet and MS-Excel.

**HOBBIES**: surfing the net to acquire information around the world,sustain relationship and partnership.

**REFEREES** **Mrs. Peace Ibezim**, Production Supervisor Twinset Industries Limited Abia State, |+234 (0) 8063443424

**Mr Isiani M. Chukwudi Lecturer Department of** History and International Studies, University of Nigeria, Nsukka Fellow Historical Society of Nigeria, |+234 (0) 7067660853 |[mathias.isiani@unn.edu.ng](mailto:mathias.isiani@unn.edu.ng)

**Mr Ritchie Felix** Chief Executive Officer, SurfData Africa, Abia State. +234 (0) 8039202454 | highcapacityworks@gmail.com

**Mr. Duke C. Obi** Chief Executive Officer, BigVai Group Limited, Port Harcourt. +234 (0) 7038553589 | [obiduke@yahoo.com](mailto:obiduke@yahoo.com)