





# ANYANWU OBINNA

H.D.Physics.

ADMINISTRATION | SITE SUPERVISION | PROJECT MGT | IT SYSTEMS

## CONTACTS

-  Bwari, FCT Abuja.
-  +234 70 6213 7585
-  Oanyanwu339@gmail.com
-  Anyanwu Obinna.

## EDUCATION

**HND - Physics with Electronics**  
Federal Polytechnic Nekede.  
2019.

**Senior School Certificate**  
Divine Comprehensive Sec School.  
2010.

## CORE COMPETENCIES

- Electrical Site Support
- Business Support
- Administrative Support
- Cost/Budget Control
- Team Building & Management
- PC Maintenance
- Educational Management Support
- Cyber Security
- Project Coordination

## SPECIALIZATION

Site Supervision



Project Management



Information Technology



## EXECUTIVE SUMMARY

- ▶ Result-driven and resourceful professional with 2 years of proven success in implementing strategies to execute project/site and educational operations.
- ▶ Adept at bridging gap between strategic plans and actual execution, working with cross functional teams to deliver goals where revenue is the measurement used to determine success..
- ▶ Analytical thinker with ability to craft sets of strategies which can successfully penetrate new segments of the business.
- ▶ Ability to lead, develop plans and strategies to support business operations, while meeting deadlines within my core strengths and other related.

## WORK EXPERIENCE

### Academic Staff Support | Veritas university of Nigeria Abuja.

*Career Track* Apr 2019 - Mar 2020.

1. Assisted with the collection and analysis of statistical information and evolve education policy proposals.
2. Assisted with the projections, programming and project analysis in order to support and achieve overall organization mission and objectives.
3. Contributed to the development, evaluation and execution educational plans and programs.

### Site Supervisor | Federal Housing Authority, Abuja.

*Career Track* Nov 2015 - Dec 2016.

1. Coordinated electrical project works to ensure it conform with the contracts documents and specifications.
2. Maintained workers safety through the development and implementation of safety plans and policies that enabled a safe and working environment.
3. Coordinated site work and activities of subcontractors to ensure project was delivered within the given budget and time frame.
4. Contributed to the development/execution to the project plans, coordinated site activities and directed labourers to ensure quality project delivery.

## TRAINING

Computer Packages Certified | EZBN Computers.

2012.

# ANYANWU OBINNA

H.D.Physics.

ADMINISTRATION | SITE SUPERVISION | PROJECT MGT | IT SYSTEMS

## PROFICIENCY

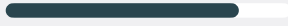
Leadership



Organizing



Planning



Negotiation



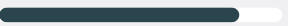
Critical Thinking



Problem Solving



Team Development



Emotional Intelligence



Ms word



Analytical



## CERTIFICATIONS

Cyber Security | Cisco Networking Academy.

2020.

IT Essentials (Pc Maintenance) | Cisco Networking Academy.

2020.

## PROFESSIONAL SKILLS

- Extreme ability to manage business to ensure it meets with the set goals and objectives.
- Proficient in Administration, Customer Relationship Management, Marketing and Business Development.
- Huge knowledge of using Microsoft Office Suite.
- Proficient in speaking to customers and answering their enquiries.
- Sound knowledge of mentoring and developing new staff to meet customer service requirements.
- Uncommon ability to handle problems in a confident and professional manner.
- Extreme ability to perform specialized clerical tasks with no supervision, and assume clerical responsibility for a major segment of the organization operations.
- Thorough knowledge of customer needs and expectations and using appropriate strategies to respond to customer requests.
- Outstanding ability to solve problems and analyze data with a demonstration of attention to detail.
- Amazing ability to influence, develop, and empower employees to achieve objectives with a team approach.
- Extreme ability to effectively prioritize and organize, coordinate and communicate with all levels of management and staff.
- Extreme ability to work on multiple projects simultaneously in a well-organized and reliable way.