

EMEKALAM CHIBUZOR CHINWENDU

Phone no: 09074639302, 08157118184

Email: chibuzormekalam@gmail.com

BIO DATA

- **Date Of Birth:** 2nd February 1996
- **Gender:** Male
- **Marital Status:** Single
- **Nationality:** Nigerian
- **State Of Origin:** Imo State
- **LGA:** Isiala Mbanu Local Government Area
- **Residential address:** First Gate Dutse Alhaji, Abuja
- **State Of Residence:** Abuja
- **Resident LGA:** Bwari Local Government
- **Pension Name:** Emekalam Chibuzor Chinwendu
- **Pension Pin:** PEN110121068128
- **Next Of Kin:** Emekalam Benjamin Chibuzor
- **Next Of Kin Phone Number:** 08038689595
- **Relationship:** Father
- **Next Of Kin Address:** First Gate Dutse Alhaji, Abuja

PROFESSIONAL SUMMARY

Discipline and committed individual, mind targeted focused graduate with keen insight into the needs and views of others, able to listen and identify issues or problem areas and form innovative solutions.

OBJECTIVE

To build a career in a reputable organization that offers challenging and self-improving opportunities while striving to attain excellence by being resourceful, self-motivated and result oriented.

EDUCATIONAL QUALIFICATIONS WITH DATES

Ebonyi State University

2015-2020

Bachelors of Science (BSc Honors in Biotechnology)

Alheri Schoos Sokoto

2011-2013

National Examination Council Certificate.

West African Examination Council

WORK EXPERIENCE

National Board of Technology Incubation Abuja. **(NBTI)**-intern Personal Assistant

- Act as the point of contact between the manager and internal/external clients.
- Screen and direct phone calls and distribute correspondence.
- Handle requests and queries appropriately.
- Manage diary and schedule meetings and appointments.
- Make travel arrangements.
- Take dictation and minutes.

SKILLS

- Skilled in computer programming languages
- Multitasking

REFEREE:

- **Emekalam Benjamin Chibuzor**
Federal Ministry of Science and Technology
08038689595
- **Emekalam Justina Omoh**
National Obstetrics Fistula Centre
08036929409