**MICHAEL OSINACHI OKEZIE**

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| **PROFILE** |  |
|  | Strongly motivated person always aiming at achieving maximum results and standards in every task. Armed with positive and tested skills, I have been able to develop proven methods of accountability, strong customer-care skills and ability to work in a team with minimal supervision. My training and occupational experience has built me up to be confident, reliable, responsible in achieving personal and organisational goals. They have equally helped me to develop strategic skills which have proved useful in the planning and execution of my tasks. |
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| **JOB**  **EXPERIENCE** |  |
| **Mar 2018- Jul 2022** | **Classroom Teacher:- Havilla Mission School**   * Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning. * Instruct and monitor students in the use of learning materials and equipment. * Maintain discipline in accordance with the rules and disciplinary systems of the school. * Take minutes of meetings in department, teachers and parents meetings. * Assign and grade class work, homework, tests and assignments. * Prepared and distributed the assessment reports of students |
| **Jul 2011-Jul 2015** | **Community Liaison Officer :- Abueke Autonomous Community**   * Taking the needs of the community to the then Imo State Government * Bringing back dividends of governance and palliatives to the community. |
| **Jul 2013 – Jul 2019** | **Examiner:- West African Examination Council**   * I am a certified and trained examiner for the WAEC. * Assessment and evaluation of scripts of Animal Husbandry(Practicals) during the WASSC Examinations. |
| **Feb 2006-Jan 2007** | **Security Supervisor:- E&A Security Services, Portharcourt**   * Posting and Monitoring of Guards at ADAMAC Base, Onne. * Writing of monthly and incident reports |
| **Aug 2003-Sept 2004** | **Assistant Farm Manager/Supervisor:- Ministry of Agriculture and Natural Resources(NYSC)**   * Day-to-Day Monitoring of Dairy activities on the farm * Administration of Vaccines and general treatment of Dairy Animals * Writing of reports and record keeping of events on the farm |
| **ACQUIRED SKILLS** |  |
|  | * Lead Generation * Cold Calling * Administrative, Supervisory and Secretarial Skills * Excellent and proven customer care skills * Ability to source out and prepare documents for bureaucratic and administrative tasks * Scientific skills in social research methods * Ability to organise strategic meetings and write reports * Ability to prepare records and reports, * Education and training skills for specified groups * Strong and tested oral/written communication skills * Skills in brokerage, procurement, administration and sales of services and goods * Proven records of practical and functional skills as team manager * Proven interpersonal skills. * Well developed skills in working under pressure and the capability of producing positive results while working with little or no supervision. |
| **EDUCATION** |  |
| **2024-2024**  **2023-2023** | * Full Stack Engineer-Hagital Consulting * IT Support Specialist - Digital Witch Support Community |
| **2023- 2023** | * IT Support Fundamentals – Google Coursera Certified |
| **2008-2009**  **1997-2002** | * Oracle 10g and Solaris – NIIT Nigeria * B.Sc(Animal Production and Health) – Michael Okpara University of Agriculture, Umudike, Umuahia, Abia State |
| **1991-1996** | * Senior School Certificate Examination(SSCE) – Abueke Community Secondary School, Ihitte Uboma, Imo State |
| **1985-1990** | * Primary Education – Urban School 1 Primary School, Umuahia, Abia State |
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| **LANGUAGE SKILLS** |  |
|  | * **English** (Excellent); **Igbo** (Nigerian) Excellent. |
| **IT SKILLS** |  |
|  | * Apollo, Lead Scrape, Trello, Notion, Intercom, Hubspot, Google Drive * Very good experience in the use of Microsoft Office Tools for Word Processing, Spreadsheets, Data Management, Presentation and Publication –MS *Word, Excel, Access, Power Point, and Publisher.* * Very good knowledge and use of the Internet for research as well as electronic mailing for quick and effective communication * Good experience in computer networking and data exchange through network systems |
| **REFERENCES** | (On request) |