

NWODO EMMANUEL

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ACADEMIC QUALIFICATION OBTAINED WITH DATES.

Federal University of Technology Yola Adamawa – B. ENG (Agric. And Environmental Engineering) - **2005-2010**
Government Secondary School Wuse, Abuja - Senior Secondary Certificate - **1999-2005**
L.E.A Primary School Wuse Zone 6, Abuja - First School Leaving Certificate - **1993-1999**

WORK EXPERIENCE WITH DATES.

- ❖ **ICT Network-** web development Intern **(June 2022 – March 2023)**
 - Participate in the conception, design, development, implementation, and deployment of web-based user interface systems
 - Direct involvement in elements of design, development, and maintenance of website
 - Create cross-browser, fully functional web pages using HTML and CSS while strictly adhering to accessibility and W3C web standards

- ❖ **Joe-Han Network marketing Seconded to FBN-** Cash Processor **(May 2017 – April 2019)**
 - Responsible for the receipt of unsorted funds from the vault
 - Responsible for the sorting of all Bank notes
 - Responsible for the daily planning
 - Responsible for the balancing of all collected cash
 - Responsible for general cleaning, safety & security of the department and equipment
 - Ensures that the minimum performance standards are achieved

- ❖ **Chase Express Services Limited, Lagos-** Sales Executive **(June 2016 - May 2017)**
 - Plan monthly cycle to visit existing and prospective customers.
 - Understand your customer's requirements and ensure they are met.
 - Build strong & strategic relationships with existing & prospective customers.
 - Meet & exceed monthly budgeted target.
 - Develop and generate sales from existing base towards monthly target.
 - Interact with customers positively to resolve and customer complaints.

- ❖ **Golden Neo-life Diamate, Lagos -** Marketing Executive **(Feb. 2015 –June 2016)**
 - Building relationship with Customers/Distributors.
 - Ensure effective follow-up of Clients/Distributors, proffer solutions to their complaints.
 - Ensure effective supply of products to clients and follow up on payments.
 - Daily prospecting of potential customers or distributors.
 - Handle weekly sales presentations and Analysis.
 - Source for and Enroll new prospect as a customer or distributor.

- ❖ **City gate Administrators of Nigeria, Abuja-** Admin/Logistics Coordinator **(Jan. 2013 – Dec 2014)**
 - Handling communication by telephone and email and send out Regular notices as required and in a timely fashion
 - Answering incoming calls on the office main line. Deal with inquires and redirects calls appropriately
 - Assisting in the production of various letters and correspondence with partner organizations

- Collecting/ distributing incoming mail, send out outgoing mail, and maintain chronological files of incoming and outgoing mail
- Ensuring the organization's office equipment is in good working order, and ordering office supplies as required
- Maintaining and updating inventory of office equipment
- Helping keep the office and related areas neat
- Other tasks required for the smooth and efficient running of the office
- ❖ **United Bank for Africa Plc. Lafia, Nasarawa - Customer Service Officer (NYSC)- (July 2011- July 2012).**
 - Handling of customers complains requests and Enquiries.
 - Ensured effective and timely service delivery to customers at all time.
 - Reviewed account opening documents and ensure timely opening of the accounts on the system for all requests with the required documents.
 - Ensured prompt turnaround time (TAT) in line with service level.
 - Ensured timely preparation and rendition of reports to internal and external parties as required from time to time.
 - Accounts management and reactivation.
 - Processed customers' cheque and cards request, including ultimate delivery to customers.
 - Any other task assigned.
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- ❖ **National Population Commission Wuse, Abuja - Data Entry Officer (ADHOC Staff) - (Jan. - April 2011)**
 - Received instructions directly from the data entry manager.
 - Handled of raw data generated from field work.
 - Ensured timely preparation and rendition of report.
- ❖ **Mopson Pharmaceuticals Limited, Lagos - Quality Control Officer (SIWES)- (June- Dec. 2009)**
 - Assisted the quality control manager in the attainment of target.
 - Supervision of production activities.
 - Generated daily report on Quality Control and report same to the Quality Control Manager.
- ❖ **Dantex Investment Nigerian Limited, Abuja - Stock keeper (Casual Work) - (2007- 2009)**
 - Received inventory of all materials and equipment.
 - Generated Weekly Report and present same to the manager.
- ❖ **AWARDS/ PRIZES.**
 - University Governing Council Prize for Best Student in Academic Performance- (2006-2008)
 - Best Graduating Student in Agricultural and Environmental Engineering Department- (2010.)
- ❖ **TECHNICAL SKILLS.**
 - WordPress
 - HTML
 - CSS
 - JavaScript
- ❖ **SOFT SKILLS**
 - Good communication skills.
 - Good interpersonal skills.
 - Problem solving abilities.
 - High level of integrity.
 - Excellent customer service orientation

❖ **OTHER PERSONAL DETAILS**

Gender	Male
Marital Status	Married
Religion:	Christianity
Date of Birth	5 th June 1985
Nationality	Nigerian
State of Origin	Enugu
Local Government of Origin	Nkanu West Local Government.

REFEREES

1. **PROF. Bashir Aliyu**

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Adamawa State.

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2. **PROF. Buba Apagu Ankidawa**

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3. Mr David Ogwuche

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