

OKECHUKWU EMMANUEL

Address Apo, Abuja

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LinkedIn Emmanuel Okechukwu

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Enthusiastic individual eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Task and training in business management/administration. Motivated to learn, grow and excel. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Personal Data

- **Gender:** Male
- **Date of Birth:** March 24, 1997
- **State of Origin:** Imo State

Skills

Leadership

◆◆◆◆◆
Excellent

Search Engine Optimization

◆◆◆◆◆
Excellent

Business Management

◆◆◆◆◆
Excellent

Organization and Time Management

◆◆◆◆◆
Excellent

Communication

◆◆◆◆◆
Excellent

Proficient use of Microsoft word, Microsoft excel, Microsoft power point and coral draw.

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Excellent



Work History

July 2022 – Dec 2022 **Customer Service Representative**
Eportin Limited

- Resolved customer problems and complaint by clarifying the issue, explaining the best solution and following up with cases.
- Built trust in the brand by responding efficiently and helpfully to customer needs.
- Educated customers and potential customers who had questions about Eportin Limited policies or products.
- Kept accurate records of customer interaction and corresponding cases.

July 2021 – July 2022 **Teacher**
Government secondary school Adiator, Calabar, Cross rivers state

- Analyzing all prescribed texts and resources to develop quality lesson plans and curricula.
- Collaborating with fellow teachers and learning from their methods, teaching strategies, and classroom management techniques.
- Delivering engaging History lessons on different time periods, movements, and other historical events and figures.
- Grading exams, tests, quizzes, assignments, and presentations.
- Ensuring all curriculum, and school, and state requirements are met.

April 2017 – March 2020 **Supervisor**
M.D, J.P Udoks Oil and Gas Ltd, Jos Plateau State

- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Conducted employee evaluations to provide feedback and set expectations for future job performance.
- Maintained compliance with company policies, objectives and communication goals.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Handled customer complaints, resolved issues and adjusted policies to meet changing needs.
- Tracked and prepared quarterly reports to present to leadership.



June 2015 – Internship

August 2016 *Franklin Akande Accountancy Firm, Jos Plateau State*

- Aided colleague to solve technical problems in accounting software included SAP, Oracle, and Excel.
- Recommended strongly by Director of Accounting to facilitate colleagues in other sections and labels.
- Reconciled credit card statements.



Education



Sep 2016 - Bachelor of Science in Business Management

Mar 2019 *University of Jos, Nigeria*



Sep 2013 - National Diploma (ND): Business Administration and Management

Sep 2015 *Plateau State Polytechnic*



Awards



2021/2022 **NYSC CDs group vice president award.**



2019 **Top performance award.**

M.D, J.P Udoka Oil and Gas Nig Ltd, Jos Plateau State



2015 **Two times employee of the month award.**

Franklin Akande Accountancy Firm, Jos Plateau State



Interests

- Graphic Design
- Photography
- Blogging



Certifications

- Introduction to cyber security course
- Spotlight initiative, community development service group