

CHIDORO, Godwin Daniel

20, Kolawole Street, Okoro, Oke-Itunu, Ibadan

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PROFESSIONAL SUMMARY

To serve efficiently and effectively with progressive results in a challenging work environment with minimum supervision. To learn as much as I can and give all my best where opportunities are given in order to accomplish the organizational goals and objectives.

SKILLS

- Computer/Internet Literate
- Data Analyst
- Strong tentacles to learn from any field, lover of instruction(s), works under pressure
- Good interpersonal relationship skill and ability to work effectively in a team
- Flexibility traits and Painstaking
- Integrity and tactfulness
- Tenacity and resilience
- Good Communication Skills, both written and oral
- Self motivated target oriented
- Persuasiveness
- Leadership skills
- Ability to use standard software packages (e.g Microsoft office, Power Point etc.).

WORKING EXPERIENCE

Secretary II (Chaplain Office), Chapel of the Resurrection, University of Ibadan, Ibadan (2016-2018)

- Carry out general office administrative duties
- Typesetting of all services bulletin
- Carry out data entry and organize data in hard and soft copies
- Request and maintain record of office stationeries supply
- Handling income mail, collection, distribution as well as mailing as requested.
- Carry out photocopying and scanning of documents
- Type reports, letter and other document which may be confidential in nature
- Filing and keeping records.

GEDE Foundation

Monitoring and Evaluation Officer, Marketer and Operations Officer (2013-2016)

Afe Babalola & Co.

Secretary (2012)

Right-living Initiative Foundation, Ibadan

Monitoring & Evaluation Officer (2010 till 2012)

Jehovah Jireh Resources (JJR), a Nigerian Faith Based Organisation, Ibadan.

Assistant Program Manager (2007-2010)

Legal Oasis, Legal Practitioners & Consultants, Ibadan.

Secretary (2007)

Dom Akabuiro & Co. Legal Practitioners & Consultants, Ibadan.

Typesetter (2005-2006)

Vic Business & Computer Services, Ibadan.

Typesetter (2003)

Computer Service Network Extension, Ibadan.

Computer Operator, Trainee & Consultant (2001)

Lazer World Computers, Ibadan.

Computer Trainee (2001)

Fortune Computers, Ibadan.

Computer Tutor (1999)

EDUCATION

- Professional Diploma, 2007-2010: University of Ibadan, Educational Management
- O.N.D., 2006: The Polytechnic, Ibadan, Marketing
- G.C.E., 2001: General Certificate Examination
- Computer Diploma, 1999: Fortune Computers
- J.S.S.C.E., 1993: Junior Secondary School Certificate Examination
- 1989: Primary Six Leaving Certificate

CONFERENCES AND TRAININGS ATTENDED

- Sustainability & Resource Mobilization
- Business Management Training
- Train The Trainers (TOT) by Small & Medium Enterprises Development Agency of Nigeria (SMEDAN)
- Financial Management Workshop by Management Sciences for Health (MSH)
- Positive Health Dignity Prevention (PHDP)
- Proposal Writing Training (CISHAN)
- Training on National OVC Management Information System (NOMIS)
- Training on National Harmonised Organisational Capacity Assessment Tool (NHOCAT)

PERSONAL DATA

DATE OF BIRTH: August 18, 1978

STATE OF ORIGIN: Imo

PLACE OF BIRTH: Ibadan

RELIGION: Christianity

SEX: Male

LOCAL GOVERNMENT AREA: Ahiazu

NATIONALITY: Nigeria

MARITAL STATUS: Married

EXTRA CURRICULAR ACTIVITIES

- Working and learning with professional experts
- Computer Diagnosis
- Reading and Learning
- Driving
- Operating Computer/surfing the web
- Listening to Christian Music/Travelling
- Playing of Musical Instrument (Percussion)

REFEREES

1. **Barr. E. O. Orioye**

Principal Solicitor, Legal Oasis,
Legal Practitioners & Consultants, (Pennyl Consult Building),
94, Iwo Road, Ibadan,
08035796179.

2. **The Very Rev. T. O. Olatunji**

Past Chaplain,
Chapel of the Resurrection,
University of Ibadan, Ibadan.
08055138974.

3. **Rev. Dr. G. F. Oyor,**
Executive Director,
Jehovah Jireh Resources (JJR),
Ibadan, Oyo State.
08055001762.