

# **ONYEMA SAMUEL CHINEDU**

**3, Samonda Street, U, Road, Ibadan**

**08078987899, 07019202203**

## **BIO DATA**

**GENDER:** Male  
**STATE OF ORIGIN** Imo  
**LOCAL GOVERNMENT:** Ngor- Okpala  
**MARITAL STATUS** Single  
**PLACE OF BIRTH .** Lagos State

## **WORK EXPERIENCE AND YEAR**

**Osun state college of technology**  
**(18th June2019- 28th May2020)**

**Chartered Institute of Bankers of Ngeria**  
**(2ndMarch 2015- 31stOctober, 2016)**

**Institute of Debt Recovery Practitioners of Ngeria**  
**(3rdFebruary2014- 27thFebuary, 2015)**

**Chivita Ngeria Limited**  
**(4thJabuaru2007- 15thApril, 2011)**

## **RESPONSIBILITIES**

### **Osun State College of Technology.**

Position lecturing, Secretary and Administrative duties

### **Chartered Institute of Bankers of Nigeria**

**Position**     **Attending** to customers & receiving visitors

Course Registration and supervision

Executives Meeting Preparation

Supervision & Coordination of office activities

Making Bank deposits

### **Institute of Debt Recovery Practitioners of Nigeria(Ibadan)**

**Position**     Administrative Functions

Sales Representative

Supervision and coordination of office activities and appliances

Collection and distribution of office gift and materials

## **CHMTA NG LTD**

**Position**     **Factory Worker**

## **INSTITUTIONS ATTENDED AND YEAR**

The Polytechnic, Ibadan	(2012- 2018)
Computer College	(2008)
Wassoe	(2008)
Bolade Grammar School	(2000- 2006)
Investors Nursery and Primary School.	(1994- 1999)

## **CERTIFICATE AQUIRED AND YEAR**

National Youth Service Certificate	(2019- 2020)
Higher National Diploma in Office Technology & Mgt	(2016- 2018)
Ordinary National Diploma in Office Technology & Mgt	(2012- 2014)
Advance Diploma in Desktop Publishing	(2008)
Senior School Certificate Examination	(2000- 2006)
First School Leaving Certificate	(1994- 1999)

## **STRENGTH**

Ability in Oral Presentation

Good command of English Language

Literacy in computer software's applications

E. g. Ms Word, Microsoft Access, Excel, Publisher

Ability to Work without Supervision

## **Position Held and Organisation**

Public Relation Officer(Nysc, Members Estate, Osun state)

**Duties** Protecting the image of corp members

Providing relevant information

Intermediary between corp members and local government inspector

Principal Corper(Nysc, Osun state college of Technology)

**Duties** Intermediary between the institution and corp members

Ensuring adequate welfare and hospitality is provided

e.g payment of salaries, security of corp members, health etc

**HOBBIES** Footballing, Reading, Politics, Travelling, Social

<b>REFREES</b>	Dr. Oscar Onyema (PHD). Laboratory Doctor	+13142509392
	Eucharika Onyema (oil & gas Trader).	08081485420
	Emma Etch (oil & gas Global marketers Intl)	08023647187
	Efunboade A. O(HOD) osun state college of technology	08038732072

