PHILIP KELECHUKWU ORJI

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Port Harcourt, Nigeria • DOB: 31st Dec 1993

PROFESSIONAL SUMMARY

Versatile professional with over 7 years of experience in IT support, web development, digital project management, and industrial machinery operations. Proven expertise in operating heavy equipment with zero error safety records, leading national digital transformation projects, developing web applications, and optimizing warehouse operations. Skilled in equipment handling, troubleshooting, system deployment, data analysis, and HSE compliance to drive efficiency across operational and digital systems.

CORE COMPETENCIES

- **Industrial Machinery & Warehouse Operations**: Forklift & Conveyor Operation, Machinery Maintenance, Warehouse Management, Inventory Accuracy, HSE Compliance, Staff Training, Physically Fit with Strong Hand-Eye Coordination

- **Information Technology & Digital Systems**: IT Help-desk, Hardware/Software Troubleshooting (Windows, macOS, Linux), CRM, Database Systems, Network Configuration, Data Analysis (Excel, Power BI, SQL, Python), System Deployment, Web Development

- **Other**: Valid Driver's License

PROFESSIONAL EXPERIENCE

Freelance IT Support and Web Development

Port Harcourt, Nigeria   *Feb 2022 – Present*

- Delivered IT support, system deployment, and responsive web applications for local businesses and SMEs, enhancing user experience and operational efficiency.

- Developed and maintained web solutions using JavaScript, HTML, CSS, React, and Next.js, improving the digital presence of professionals and businesses.

- Automated data reporting with Python and SQL, streamlining business analytics and decision-making processes.

- Provided technical support for hardware/software issues, ensuring system uptime for clients and end-user technical support.

National Head of Digital Projects – MindTheGap Nigeria

Port Harcourt, Nigeria   *Sep 2023 – Apr 2024*

- Led the 1 Million Digital Economy Jobs Project, impacting over 11,000 NYSC members and YNEET participants nationwide.

- Managed remote and on-site IT infrastructure for digital training environments.

- Streamlined operations using collaboration tools, increasing productivity by 23%.
- Trained state teams in IT troubleshooting, virtual tools, and remote assistance platforms.

State President – MindTheGap Nigeria

Port Harcourt, Nigeria *Jul 2023 – Apr 2024*

- Oversaw the execution of IT projects, stakeholder coordination, and the delivery of training at the state level.
- Provided technical support for user devices, system access, and digital learning management systems.
- Supported more than 1,000 state-level users and trainers in navigating digital tools.

National Youth Service Corps (NYSC)

Nigeria *Apr 2023 – Apr 2024*

- Participated in national service, contributing to community development and digital literacy initiatives.
- Supported IT-related projects and training programs for local communities.

Warehouse Management & Machinery Operator – Nuechrom Nigeria Ltd.

Port Harcourt, Nigeria *Jul 2015 – Sep 2016*

- Managed warehouse logistics, stock tracking, and daily operations, ensuring accurate inventory.
- Training staff in equipment safety, storage systems, and HSE protocols, reducing incident rates by 40%.
- Implemented rigorous safety measures to maintain compliance and operational efficiency.

Forklift & Conveyor Operator – Guinness Nigeria Plc.

Port Harcourt, Nigeria *Nov 2012 – Jun 2015*

- Operated forklifts and conveyors on a high-speed production line, handling materials with precision.
- Reduced operational damage by 99% through meticulous handling and adherence to safety protocols.
- Conducted equipment maintenance and daily safety inspections to ensure operational reliability.

EDUCATION

Bachelor of Science (B.Sc): (M.E.Cs) Computer Science

Osmania University – Telangana, India *2018 – 2022*
Second Class Upper

Certificate in English Language Training (CELT)

Osmania University – Telangana, India   *2016 – 2018*

CERTIFICATIONS

- Post Graduate Diploma in Project Management

- Project Management Professional

- Associate – Chartered Project Manager

- Post Graduate Diploma in Facility Management

- 1 year National Youth Service (NYSC)

- Web Development

TECHNICAL SKILLS

- **Systems & Tools**: Windows, macOS, Linux, Power BI, Tableau, Zoom, Slack, MS Project, Google Workspace, Microsoft 360

- **Programming**: Python, SQL, JavaScript, MongoDB

- **Networking**: LAN/WAN, Routers, Switches, Configuration

- **Industrial Equipment**: Forklifts, Conveyors, Terberg Truck, Warehouse Control Systems

- **Software & Support**: Remote Desktop Tools, Virtual Machines, CRM Platforms

KEY ACHIEVEMENTS

- Built a comprehensive e-commerce solution featuring advanced product catalog management, secure payment processing with PayStack integration, real-time inventory tracking, user authentication, order management system, and responsive design.

- Reduced damage to warehouse equipment by 12% during industrial operations.

- Operated machinery with zero-error safety compliance, recognized for precision and reliability.

- Led the digital IT infrastructure and digital skills training for a national project that reached more than 11,000 youth (NYSC members and YNEET).

- Coordinated IT support teams across 36 states and FCT as the National Head of Digital Projects.

- Improved inventory accuracy through digital inventory tracking and stock taking systems.

- Contributed to Google Maps and Google My Business onboarding for SMEs within my communities.