

# PHILIP KELECHUKWU ORJI

IT Support Specialist | Data Analytics | Virtual Executive Assistant

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## EXPERIENCE

### National Head of Digital Projects

MindTheGap Nigeria

09/2023 - 04/2024 Nigeria

A non-profit organization focused on providing digital skills training

- Managed Digital Projects across 36 states including FCT, Abuja.
- Implemented technology solutions to improve productivity or service delivery by 30%.
- Presented progress reports and updates to the executive leadership regularly.
- Organized skills acquisition training for (YNEET) Youths Not in Education, Employment or Training, NYSC members and Students on IT solutions, Virtual Assistant & Virtual Executive Assistant, Software Engineering and Various digital skills.

### State President

MindTheGap Nigeria

07/2023 - 04/2024 Nigeria

A non-profit organization focused on providing digital skills training

- Shared insights and innovative approaches with state presidents to strengthen project implementation and achieve better results.
- Developed strategic plans for statewide initiatives and programs.
- Represented state in national conferences, events, and forums.
- Oversaw local government and state-level operations to ensure efficiency and effectiveness.

### Warehouse Manager & Machinery Operator

Nuecbrom Nig Ltd.

07/2015 - 09/2016 Lagos, Nigeria

A warehouse management company

- Improved an existing tracking system and implemented my changes that reduced stock discrepancies by 28% and improved order fulfillment accuracy.
- Trained new employees and provided support to management and senior supervisors when technical changes are introduced in the warehouse operation.
- Maintained clean, safe, and sufficiently stocked work area with appropriate equipment and supplies.
- Introduced rigorous safety protocols and training programs, leading to a 40% decrease in workplace incidents.

### Conveyor & Forklift Operator

Guinness Nigeria Plc.

11/2012 - 06/2015 Nigeria

A leading beverage company

- Executed technical expertise to optimize the operation of conveying machinery in Guinness Nigeria brewery, enhancing production efficiency and safety compliance.
- Achieved 99% reduction in operational damages by maintaining exceptional forklift operation standards.
- Demonstrated great safety measures, awareness and technical checks to the company machinery with minimal or no errors.
- Complied with corporate regulations, policies and procedures to maximize safety, security and overall trust.

## EDUCATION



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

Osmania University

07/2018 - 06/2022 Hyderabad City, Telangana, India

- Grade: 2.1 (Second Class Upper)

CGPA

7.05 / 10



CELT: English Language

Osmania University

10/2016 - 03/2018 Hyderabad City, Telangana, India

- Professional English Medium Certification

## SUMMARY

I am a committed professional with a proven ability to leverage innovative solutions to tackle complex challenges. My key strengths include troubleshooting, data analysis, information evaluation, leadership, and effective team collaboration to develop impactful solutions. I am dedicated to continuous learning and thriving in dynamic environments that require adaptability and critical thinking.

## KEY ACHIEVEMENTS



### Data Analytics

Analysing of large datasets, and provide actionable insights to improve bussiness decision making. Automated reporting and dashboards with Power Bi.



### National Skill Training

Led a team of presidents of MindTheGap across all 36 states and the Federal Capital Territory (FCT) to plan, coordinate, and implement digital skills training programs, resulting in meaningful learning experiences for over 11,000 participants nationwide.



### Innovative Solutions

Created practical technology solutions and efficiently solves technical problems to support smooth operations for my team across the states.



### Industrial Operations

Provided professional supervision and warehouse management, resulting in a 99% reduction in damages during forklift operations and a 28% improvement in adherence to safety protocols and general industrial machinery operation standards.

## SKILLS

IT Support

Python

SQL

Tableau

Power Bi

Data Extraction professional

Database Management professional

CRM

Project Management

Facility Management

Google Map Contributor

Attention to details

Conveyor Operator & Supervisor

Team Leader

Forklift operator

Industrial machinery Operator

## PROJECTS

### 1 Million Digital Economy Jobs

07/2023 - 04/2024 Taraba State, NG

Skill acquisition training and career choice in tech

- Provided digital skills training and career guidance in tech to over 11,000 NYSC members and YNEET (Youth Not in Education, Employment, or Training) participants within 10 months across the country.
- Addressed over 4 different NYSC batches in Camp from July 2023 to April 2024 on digital skills acquisition.