

PHILIP KELECHUKWU ORJI

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📍 Port Harcourt, Nigeria | DOB: 31st Dec 1993

PROFESSIONAL SUMMARY

I am a versatile and solution-driven professional with over 5 years of cross-sector experience in IT Support, ICT project execution, Stakeholders Interactions, industrial, and machinery operation. Proven ability to lead national digital transformation projects, deliver technical support, and manage complex warehouse operations with precision. Adept in troubleshooting, system deployment, data analysis, digital training, HSE implementation, and machinery safety. Known for combining technical expertise with a hands-on approach to streamline operations and drive efficiency across digital and industrial systems.

CORE COMPETENCIES

Information Technology & Digital Systems

- IT Helpdesk & End-User Support
- Hardware/Software Troubleshooting (Windows/macOS/Linux)
- CRM, Database Systems & Virtual Collaboration Tools
- Network Configuration, Active Directory, & Remote Support
- Data Analysis & Reporting (Excel, Power BI, SQL, Python)
- System Deployment, Imaging & Digital Infrastructure
- Project Lifecycle and implementation
- Web Development
- Basic PLC programming

Industrial Machinery & Warehouse Operations

- Forklift & Conveyor Operation
- Machinery Maintenance & Safety Compliance
- Warehouse Management & Inventory Accuracy
- HSE Lifecycle & Risk Mitigation
- Staff Training & Supervision

PROFESSIONAL EXPERIENCE

National Head of Digital Projects – MindTheGap Nigeria

📍 Nigeria | Sep 2023 – Apr 2024

- Led the implementation of the 1 million Digital Economy Jobs Project, impacting over 11,000 NYSC members and YNEET - Youths Not in Employment, Education or Training participants

nationwide.

- Managed remote and on-site IT infrastructure for digital training environments.
- Streamlined digital operations using collaboration tools, increasing productivity by 23%.
- Trained state teams in IT troubleshooting, virtual tools, and remote assistance platforms.

State President – MindTheGap Nigeria

📍 Nigeria | Jul 2023 – Apr 2024

- Oversaw IT project execution, stakeholder coordination, and training delivery at the state level.
- Conducted technical support for user devices, system access, and digital learning management systems.
- Supported over 1,000+ state-level users and trainers in navigating digital tools.

Warehouse Management & Machinery Operator – Nuecbrom Nigeria Ltd.

📍 Nigeria | Jul 2015 – Sep 2016

- Managed warehouse logistics, stock tracking, and daily operations.
- Trained new staff in equipment safety, storage systems, and HSE protocols.
- Reduced incident rate by 40% through rigorous safety implementation.

Forklift & Conveyor Operator – Guinness Nigeria Plc.

📍 Nigeria | Nov 2012 – Jun 2015

- Operated forklifts and conveyors on a high-speed production line.
- Reduced operational damages by 99% through meticulous handling.
- Conducted equipment maintenance and daily safety inspections.

EDUCATION

Bachelor of Science (B. Sc): Computer Science (Mathematics, Electronics, Computer Science)
Osmania University – Telangana, India | 2018 – 2022 | Second Class Upper

Certificate in English Language Training (**CELT**)

Osmania University – Telangana, India | 2016 – 2018

TECHNICAL SKILLS

- Systems & Tools: Windows, macOS, Linux, Power BI, Tableau, Zoom, Slack, MS Project, Google Workspace
- Programming: Python, SQL, JavaScript, MongoDB
- Networking: LAN/WAN, Routers, Switches, Configuration
- Industrial Equipment: Forklifts, Conveyors, Terberg Truck, and Warehouse Control Systems
- Software & Support: Remote Desktop Tools, Virtual Machines, CRM Platforms

KEY ACHIEVEMENTS

- Led digital IT infrastructure for a national project reaching 11,000+ youths.
- Reduced warehouse equipment damage by 12% during industrial operations.
- Mentored and coordinated IT support teams across 36 states and FCT.
- Improved inventory and warehouse system accuracy through digital tracking.
- Recognized for safety compliance and zero-error machinery operation during peak activity.
- Google Map Improvement Contributor
- Google My Business Onboarding for SMEs

CERTIFICATIONS & PROJECTS

- 1 million Digital Economy Jobs MindTheGap Nigeria Project (2023–2024) – Led IT support and training for 11,000+ participants.
- 1 year National Youth Service (NYSC)
- Google IT Support Specialist (In Progress)
- CompTIA A+ and CompTIA Security+ (In Progress)
- Microsoft Power BI Essentials (In Progress)
- Web Development
- Basic PLC Programming
- CCTV & IP – CCTV Installation and Maintenance
- Post Graduate Diploma in Project Management
- Project Management Professional
- Associate – Chartered Project Manager
- Post Graduate Diploma in Facility Management
- Forklift Operation & Safety Procedures
- Warehouse Safety and Risk Management
- Industrial Equipment Operation Standards