

# ANTHONY CHIDI NNAMCHI

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## PROFESSIONAL SUMMARY

I have enjoyed over 9 years of overall work experience and have thrived in challenging organisations where human resource management, administration, sales and marketing, engineering, technical and cognitive skills have been maximized to meeting organisational goals. With expertise in Oil and Gas, HR and administration, such that cannot be over-emphasized.

## SKILLS

Team management	Problem solving	Microsoft Office
Time management	Scheduling	Self-motivated
Report writing	Powerful negotiator	Conflict resolution
Team player	Staff motivation	Human Resources Management (HRM)

## EDUCATION

- 2019** Master of Engineering: Chemical Engineering (In view)  
Federal University of Technology, Minna, Niger State, Nigeria.
- 2014** Bachelor of Engineering: Chemical Engineering  
Nnamdi Azikiwe University, Awka, Anambra State, Nigeria.
- 2009** Ordinary National Diploma: Chemical Engineering  
Institute of Management & Technology, Enugu, Enugu State, Nigeria.
- 2005** West Africa Senior Secondary School Certificate  
Community Secondary School, Neke, Enugu State.
- 1999** First School Leaving Certificate  
Public Primary School, Neke, Enugu State

## WORK HISTORY

09/2016 to Currently **Administrative Manager**

**LUMEN-DEO REALITIES AND CONSTRUCTIONS LTD** – Utako, Abuja

- Created a system for the adequate management of staff, administrative data and their updates and also, management and update of personnel files of more than 40 personnel.
- Declined cost of management by 42% through labour reduction by the creation of electronic database system through various spreadsheets, databases, and report files.
- Developed 25 personnel on the ability to succeed in adverse conditions through intensive training and shared knowledge.
- Kick-started a platform to manage staff to ensure that all opening and/or closing procedures are being followed.
- Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic, and sales.
- Scheduled and staffed coaching sessions for 5 weekly development classes.
- Received a promotion, from a Senior Assistant to the Director to an administrative manager, in less than 9-months.
- Set up and trained staff of 15 on the use of Microsoft Office programs.
- Put in place a policy for tracking inventory and researching discrepancies.
- Developed a map to track clients for both positive and negative feedback.

04/2016 to 08/2016 **Administrative Officer**

**AVASTONE GLOBAL SERVICES LTD** – Garki, Abuja

- Amplified the marketability of the company's properties by creating high interest flyers to advertise available properties to prospective clients.
- Slashed payroll/benefits and administration costs by 19% via negotiating pricing and fees, while ensuring the continuation and enhancements of services.
- Increased customer management, service and care utilizing personnel improved training on the use of Microsoft Word, Excel, and PowerPoint.
- Eradicated the errors and occasions of lost data made often with manual data storage by creating electronic database for clients.
- Maintained a 97% satisfaction rating over a 4-week period as an administrative officer.
- Reduced time spent on inventory by 20% by reorganizing physical storage of supplies.
- Went above my duties as office administrator to implement a filing system for human resources, organizing more than 300 past and current employee documents.
- Digitized company's internal filing system of more than 5,000 files.
- Set up and trained staff of 3 on how to use Microsoft Access platform for data management purposes.

09/2014 to 03/2016 **Station Manager**

**CEN-STRONG NIGERIA LTD** – Omor, Anambra State

- Maintained the administrative staff by conducting staff recruitment, selection, orientation, training and development.
- Condensed the power and time spent on periodic reports on sales and expenditures by introducing electronic reporting method.
- Created an extensive marketing plan that gave the leverage to exceed retail sales goals by an average of 13% every quarter in 2014 and 2015.
- Declined monthly costs by 15% over 14 months.
- Raised employee retention rates by 50% over a 2-year period by implementing an employee motivation system without any negative effect on the monthly budget and organizing a weekly prayer session.
- Reduced the cost of equipment maintenance by 17.7% through adequate management and maintenance of company equipment and machineries.
- Grew core customers' list by 40% in 8 months without expanding the monthly budget.
- Introduced a bi-weekly meeting with 9 other department heads to discuss goals, updates, and challenges, and achieved increased productivity across departments by 20%.
- Received a promotion, from a branch manager to a general manager, in less than 12-months.

04/2013 to 11/2013 **Legal Secretary**

**CRIME VICTIMS FOUNDATION (CRIVIFON) LIMITED BY GUARANTEE** – Garki, Abuja

- Prepared and managed correspondence, reports and documents.
- Organized and coordinated meetings, conferences, travel arrangements.
- Took, typed and distributed petitions to different quarters, and handled incoming emails, mail and other material.
- Maintained schedules and calendars, arranged and confirmed appointments.
- Organized internal and external events, and operated office equipment and managed office supplies.
- Set up and maintained document management systems.
- Set up work procedures, collated information and maintained databases.
- Communicated verbally and in writing to answer inquiries and provided information.
- Coordinated the flow of information both internally and externally.
- Liaison with internal and external contacts.

09/2009 to 09/2010 **Laboratory Assistant**

**PYMOTECH RESEARCH CENTRE AND LABORATORY** – Abakpa-Nike, Enugu

- Reduced the work load on the laboratory attendants by 15% within 14 days at work.
- Strived to always meet deadline on any job by working extra hours.
- Created a boost on the integrity and reputation of the laboratory by always reporting to the CEO any attempt by the laboratory attendants to manipulate data during research works and data collection.
- Introduced the use of design expert software for data analysis thereby optimizing time factor.
- Assumed the function of the data analyst, always, by using Response Surface Methodology to analyse all data collected in his absence.

- Improved safety by adequately monitoring research students, making sure they adhered to the laboratory safety precautions.

01/2006 to 10/2007 **ICT Officer**

**KRISINTEL COMPUTERS** – New-Haven, Enugu

- Trained fresh and returning students on the basic concepts and principles of computer science.
- Introduced and led a team of 3 employees for regular training and development of all the staff for adequate customer service provision.
- Reduced the duration for the students training by 50% with increased students productivity through regular observation and evaluation of students' performance.
- Gave hands-on training on Word, Excel, PowerPoint, Publisher, Access, Corel Draw, AutoCad and Internet Explorer to over 175 adult students.
- Developed lesson plans, instructional materials and other strategies to ensure that every student has a thorough knowledge of the subject.
- Produced highly trained computer intellectuals through the introduction of regular student progress check.
- Created a 50-page simple and self-educative training manual from scratch and led bi-weekly training sessions for new program guides.

## **CAREER DEVELOPMENT ENGAGEMENTS**

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**2005 Certificate of Proficiency** in Computer Operation Training

From **PACKAGE COMPUTERS** (*No. 32 Okpara Avenue, Enugu State*)

**2016 Certificate of Proficiency** Human Resources and Skills Aquisition Programme

From **HOREBSON RESOURCES** (*NYSC Secretariat, Awka, Anambra State*)

**2019 Certificate of Achievement** on Energy Transition Innovation towards Low-Carbon Future

From **IFP SCHOOLS** (*supported by Total Foundation and Tuck Foundation*)

**2019 Certificate of Completion** of Research Ethics Training Curriculum Second Edition

From **FHI 360** (An online course on research ethics)

## **AWARDS AND CERTIFICATES**

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Award of Best Student in Computer Operations from Package Computers in December 2005.

Certificate of completion of a skill acquisition programme from Horebson Resources in April 2016.

Certificate of achievement by IFP Schools on Energy Transition Innovation towards Low-Carbon Future in May 2019.

Certificate of completion of a research ethics training curriculum from fhi360 in December 2019