

## UCHECHUKWU E. ODIMEGWU

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### OBJECTIVE

An independent and self-motivated person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented proven with a strong technical and excellent interpersonal skills which enables me to interact with a wide range of clients and willing to learn and grow my managerial skills. A problem-solver who enjoys a challenge and can work well under pressure. I am very diligent and efficient. I can speak fluently well-advanced English.

### EXPERIENCES

**07/2017 – 09/2019**      *Personal assistant*

**Paramount Multi-links International Limited**  
**Ebonyi State, Nigeria**

- Managed all aspects of customer relationships of important details from quotation through payment of invoices payment processing, support procedures and requirements and oversee and manage the day-to-day operations of the business.
- Update records for all administrative, accounting, supporting Operations with projects, handling the CEO's schedule and providing support for an extensive range of meetings by preparing agendas, powerpoint.
- Assisting with the preparation of articles to be purchased as well as supporting sales order creation, as well as related activities.
- Primary point of contact by dealing with correspondent and phone calls to handle complaints, process orders and providing information about organization products and services.
- Escalated inquires and requests as necessary to the appropriate department or person following outlined guidelines.
- Assists in the coordination of production activities with Supervisor, quality control personnel and maintenance personnel.
- Maintaining customer service excellence by monitoring the works and supervising interactions and feedback.

**06/2015 – 02/2016**      *Medical Laboratory technician*

**Niger Foundation Hospital**  
**Enugu State, Nigeria**

- Evaluates and solves problems related to collection and processing biological specimens for analysis taken into account, their processes and requirements.
- Performs start procedures, timed studies and routine tests with established time targets.
- Performs quality control procedures outlined by the manufacturer or departmental procedure for each procedure or piece of equipment.
- Performs all preventive maintenance of laboratory instrumentation, as assigned.
- Maintains and documents the optimal functioning of laboratory equipment.
- Team work spirit, open communication.

**06/2010 – 11/2012**      *Customer service representative*

**T & T Hi-Tech Engineering Consult**  
**Enugu State, Nigeria**

Interacting with customers to handle complaints, process orders and providing information about organization products and services.

- logging information onto computer systems. Meeting and greeting customers in a friendly, professional and timely manner. Engaging in pleasant conversation with customers.
- Managed multiple priorities in fast-paced environment
- Meets Client's specific quality standards.
- Works with co-workers as a team to oversee the sales process.
- Utilized strong interpersonal and communications skills to serve clients, stakeholders and co-workers.
- Establish, develop, maintain, update, retrieve files (hard-copy and electronic).

## **EDUCATION**

03/2020 - 07/2021      **SILESIAAN UNIVERSITY OF TECHNOLOGY, GLIWICE, POLAND**  
Master of Science in Biotechnology-biofuels

09/2019 – 03/2020      **UNIVERSITY OF SILESIAAN, KATOWICE, GLIWICE**  
Diploma, Języka Polskiego

11/2012 - 06/2017      **FEDERAL POLYTECHNIC OKO ANAMBRA STATE, NIGERIA.**  
BSc. Bachelor of Science in Microbiology

## **TECHNICAL SKILLS**

Microsoft office	Microsoft word	Microsoft Excel
Microsoft PowerPoint	Basics of Python programming	NI LabVIEW programming
MATLAB programming	Putty script writing (SSH services)	

## **INTERPERSONAL SKILLS**

Communication skills	Organizational Skills	Business Development
Project confidence	Customer Service	Problem solving
Social Perceptiveness	Attention to detail	Teamwork
Time Management	Flexibility and adaptability	People-oriented