

CHIDOZIE CHRISTIAN ODUOMA

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☎ 08143152025

📍 Festac Town, Lagos.

Profile

Ability to work under minimum supervision, attentive to details, strong analytical skills, good communication skills, willing to learn and meticulous.

Education

2015 – 2020 **Bsc quantity surveying, University of Lagos**
Lagos, Nigeria

Professional Experience

03/2023 – present **Citiveggies ltd, Green house installer**
Ibadan, Nigeria

- Setting up shade house and green house
- Repairs of shade house and green house
- Supervision of maintenance works

2022 – 2023 **Osun State University, Administrative officer**
Osogbo, Nigeria

- Working in a receptionist capacity to greet clients, customers and visitors
- Answering and directing phone calls
- Organizing documents and paperwork and maintaining a filing system
- Assisting supervisors and staff with university's projects and tasks
- Documenting financial information in regards to the office's imprest
- Maintaining and ordering office supplies from the store
- Scheduling meetings and conferences
- Assisting executives with project tasks
- Supervising staff and new employees
- Implementing administrative procedures in accordance to the university's regulations

2019 – 2019 **Julius Berger Ng plc, Quantity surveyor intern**
Lagos, Nigeria

- Preparation and collation of site readings on LSE (Lagos Shagamu Expressway) from km 0 to km 38
- Carrying out of reconnaissance survey before demolition of existing roads which includes taking of pictures, measurement of existing roads
- Measurement of base course to ensure it is up to 200mm before applying prime coat

- Measurement of Macadam to be 150mm
- Measurement of wearing course and binder course
- Inspection and supervision of u-drains
- Inspection and supervision of dump in grass
- Measurement of median barrier

Skills

Microsoft word, Excel and
PowerPoint



Autocad

