

OBIEZUO EMMANUEL CHINONYEREM

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CAREER OBJECTIVE

To be part of a dynamic, result oriented organization and contribute in achieving overall Organization goals while aiming at self-development. To work towards the growth and development via inculcating a Sense of responsibilities, accountability and proficiency that will produce good ideas for advancement, productivity and enduring legacy.

EDUCATION

- **B.Sc. Zoology (Parasitology option)** | 2017 – 2021|
University of Lagos, Akoka, Lagos State.
- **Foundation in Medicine & Surgery** | 2016 – 2017|
University of Lagos, Akoka, Lagos State.
- **Secondary School Certificate** | 2010 – 2016 |
Topflight College, Gbagada, Lagos State.

WORK EXPERIENCE

Document Controller | October 2023 - date|
Homik Engineering Limited

- Transmit Document between the organization and client
- Structural Arrangement of official Documents
- Ensure Availability of Documents when required

Safety Personnel (NYSC) |November 2022 – October 2023|
Homik Engineering Limited

- Employees welfare
- Ensuring Clean and conducive working environment
- Evaluate risk factors that impact efficiency
- Enlighten employees on safety procedures and policies
- Ensure complete compliance with Safety Policy in the office and at site

Administrative Assistant
FirstPoint Auto, Abraham Adesanya, Lagos State |October 2021 – September 2022|

- Welcomed Clients and took notes of required service
- Provided General support to visitors
- Called and Answered Clients phone call
- Wrote and Distributed emails, letters and correspondence memos
- Prepared invoice for Services rendered.
- Assisted in keeping record of the workshop equipment and protection of Customer's Vehicle.
- Assisted in ensuring the timely, efficient and orderly carrying out of duties by employees.

PROFESSIONAL QUALIFICATION AND CERTIFICATION

- **Meta Advanced React** |2023|
- **Google SEO Fundamentals** |2023|
- **Introduction to Google SEO** |2023|

SKILL

- JavaScript
- TypeScript
- HTML & CSS
- React JS
- Node JS
- MongoDB
- Express JS

SOFT SKILLS

- Good Time Management
- Analytical and Critical Thinker
- Good Communication skill
- Adaptability
- Good Project and Resource Management skills
- Excellent listening skill
- Collaboration and Excellent Team Player

REFERENCE

Referee to be provided on request