

CHINAGOROM JAMES, ONYISHI

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NYSC: Completed

A 25-year-old male with a BSc degree in geology from the university of Ibadan in Oyo state Seeking a challenging role in a reputable organization to expand and utilize my learning, skills and knowledge. Tech-savvy and a fast learner with innate communication skills and an eye for detail; Flexible to work in any environment as required and motivated to see any task through to completion.

EXPERIENCE

AUGUST 2020 – MAY 2021

EXECUTIVE ASSISTANT, CHIBUEZE OSUAGWU & CO (CHARTERED ACCOUNTANTS) ANAMBRA.

- I served as a direct assistant to the managing partner.
- Worked to alleviate executive overload by handling most client interactions for company including walk-ins, email and phone.
- Coordinated and scheduled all company meetings and appointments through maintaining the company calendar.
- Organized a filing system for important and confidential company documents.
- Answered queries by clients.
- Prepared reports and presentations with statistical data as assigned.
- Arranged travel and accommodations.

2018(4 MONTHS)

FIELD GEOLOGIST (INTERN), NIGERIAN GEOLOGICAL SURVEY AGENCY (ZONAL HQ) IBADAN.

- I was involved in field surveys of Isanlu and environs in Kogi state performing field geologic explorations including soil and bedrock mappings.
- I was introduced to geological mappings using Gis applications.

EDUCATION

MAY 2019

BSC(HONS). GEOLOGY, UNIVERSITY OF IBADAN, IBADAN.

DISSERTATION: GULLY EROSION SUSCEPTIBILITY MAPPING OF 9TH MILE AND ITS ENVIRONS, ENUGU STATE.

DEGREE CONTENT INCLUDING: SEDIMENTARY PETROLOGY, ECONOMIC GEOLOGY, SEQUENCE STRATIGRAPHY, GEO-ENGINEERING ETC.

AUGUST 2013

SSCE, BOLSON HIGH SCHOOL, OGUN STATE.

SKILLS

- Microsoft office
- Computer repairs and troubleshooting
- Communication and presentation
- Observation, data collection, analysis and interpretation
- Content creation & Marketing
- Event planning
- Effective time management
- Administrative support
- Python and Java language proficiency
- Cloud computing proficiency
- Ability to give good results under pressure.

LANGUAGES

- English Native speaker
- Yoruba Very good command
- Igbo Native speaker

HOBBIES & INTERESTS

Sport, Cooking, Singing, Photography, Interior designs, Fintech, DevOps engineering, Cryptocurrencies & Real estates.

VOLUNTEERING

- October 2019 – May 2020 Biology teacher @NYSC
I volunteered to teach biology as there was no one to take them. Community secondary school, Odioama. Bayelsa state.
- March 2018 – present Member United nations volunteer.

LEADERSHIP ROLES

- **Community liaison officer (CLO)** NYSC (2019-2020) Odioama, Bayelsa state.
- **C.D.S Coordinator** NYSC 2019 Odioama, Bayelsa state.
- **Director of Socials** Science fresher's association (CBN) 2014/2015 set. University of Ibadan, Oyo state.

REFERENCES AVAILABLE UPON REQUEST