

OGWU CHIOMA BLESSING

Virtual Assistant/Business Development/Procurement/Information Analyst | Vila Real, Portugal |
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Professional Summary

Dynamic and detail-oriented Senior Professional Virtual Assistant .Proven track record in optimizing administrative processes, enhancing client engagement, and exceeding expectations. Skilled in leveraging digital tools like Google Suite and Microsoft Office Suite for efficient virtual support. Currently enrolled in the ALX Virtual Assistant Program (completion expected April 2025).

Work Experience

Firmament Gasmarine Energy Intl Ltd

Procurement and Security Analyst | Port Harcourt, Rivers State | April 2022 – Nov 2024

- ❖ Conducted Business Impact Analysis to identify critical processes within departments, enhancing organizational resilience and preparedness for potential disruptions.
- ❖ Facilitated collaboration between the organization and third-party suppliers, ensuring adherence to third-party policies and strengthening security and compliance measures.
- ❖ Involved and lead in all stages of project and Procurement, Supply chain management, document control, and Bid Management.
- ❖ Performed, reviewed, and aggregated risk assessments, recommending, and managing risk treatment plans to mitigate security risks and enhance decision-making processes while leveraging Microsoft Excel to cleanse and analyze data, generate visualizations to address business challenges, and provide actionable solutions.
- ❖ Implementing processes, policies, and procedures to support the purchasing process (Supplier Relationship Management) following the ISO 27001 policy standards.
- ❖ Analyzing contracts for effectiveness, identifying areas of weakness, and implementing improvements to increase margins.
- ❖ Developed and maintained IT frameworks for assessing business interruption risk, conducting business impact analysis, and recommending recovery strategies, contributing to a 25% improvement in overall risk mitigation within vendor engagements

Jevant Spencer International Company

Business Development Manager | Port Harcourt, Rivers State | April 2017 – March 2022

- ❖ Spearheaded creating and implementing business development procedures, enhancing quality management systems and achieving ISO 9001:2015 regularization.
- ❖ Registered the company on multiple procurement platforms, increasing bidding opportunities by 40%.
- ❖ Developed and delivered pitches and presentations, resulting in a 25% increase in client acquisition.

- ❖ Successfully managed and responded to Requests for Quotation (RFQs) and bids for major clients, including Total Energies and Saipem, leveraging the ARIBA and NLNG Bidding Platform.
- ❖ Developed and submitted 50 comprehensive commercial and technical proposals, achieving a 35% acceptance rate from clients, resulting in an average revenue generation of \$250,000 annually.
- ❖ Involved and lead in all stages of project and Procurement, Supply chain management, document control, and Bid Management., Led teams to develop more than 10 market portfolios successfully for Original Equipment Manufacturers of Europe, South Korea, and the USA in Nigeria to serve the Oil & Gas, Pharmaceutical, Engineering training, Agriculture, laboratory, and research industries, closing out up to a \$500,000 annually.
- ❖ Improved client satisfaction scores by 15% through effective communication and tailored solutions, as measured by client feedback surveys.
- ❖ Secured 10 new project bids within Nigeria and West Africa, contributing to a 25% increase in annual revenue.
- ❖ Created and launched the company's social media pages, leading to a 50% increase in engagement, measured by likes, shares, and comments, across LinkedIn, Twitter, and Facebook platforms within six months.
- ❖ Implemented strategic initiatives that boosted follower growth by 40% and enhanced brand visibility across all social media channels.

Oitts Engineering Services

Document Control/Business Development / Port Harcourt, Rivers State / Oct 2013 - Feb 2017

- ❖ Successfully obtained 3 key licenses (DPR, Tax Clearance, NSITF) within 6 months, ensuring compliance and operational continuity.
- ❖ Identified and researched 15 new market opportunities, contributing to a 20% growth in client base.
- ❖ Created comprehensive company profiles and marketing materials, improving client communication and retention by 15%.
- ❖ Managed procurement platform registrations and secured 10 essential licenses, facilitating seamless operation.
- ❖ Coordinated 5 major projects from initiation to completion, ensuring timely delivery and client satisfaction.
- ❖ Streamlined administrative processes, reducing operational costs by 10%.

Education

University of Tras-os-Montes and Alto Douro (UTAD)

- **Masters in Animal Engineering (Zootechnical Engineering) (2024-2026-Ongoing)**

Delta State University

- **Bachelor of Agriculture-Animal Science | Nov 2011**

Skills

- **Technical Skills:**

Google Suite (Expert Proficiency), Microsoft Office Suite, Bidding Platforms (ARIBA) NLNG Bidding Platform, SAIPEM E-Business Platform),

Social Media Management, Zoom, MS Outlook Contractual Negotiations, Procurement and Supply, Global SAP system, Project Management MS Project, Supply Chain/ Logistics Enterprise Resource-Planning-Software (ERP), CRM, Artificial intelligence for business, Analytical Skills

Knowledge of SQL, Power BI, HIPPA COMPLIANCE, IT – Security, DSS, GDPR, NIST Vulnerability Assessment, IT Security Risk Management, Risk Assessment and Procedure, Vulnerability Management: Nessus and Qualys, ISO 27001, NIST CSF, Knowledge of GDPR

- **Calendar Management, Email Management, Document Preparation, Travel Arrangements Communication Skills:**

- **Excellent written and verbal communication, strong interpersonal skills Business Development Skills:**

- **Prospect Research & Identification, Proposal Creation & Delivery, Client Communication & Relationship Building Project Management Skills:**

- **Project Planning & Execution, Task Prioritization & Management, Progress Tracking, Team work and Conflict resolution Good Communication and Writing Skills & Reporting Other Skills:**

- **Leadership, Team Motivation, Problem-Solving, Operations Management**