

Ekezie Kenechukwu Valentine

Professional Summary

A dynamic and proactive professional with outstanding written and verbal communication abilities. Proven aptitude for leadership and team management, skillfully guiding subordinates and efficiently executing administrative duties to achieve objectives within designated timeframes. Exhibits meticulous attention to detail and upholds the highest standards of discretion and confidentiality in all endeavors. Adapts seamlessly to new environments and rapidly acquires new knowledge and skills.

Work Experience

Assistant Registrar/ICT Consultant

Nwafor Orizu College of Education, Nsugbe (Virtual Library). September/2016

– Present

- Supervising and managing office operations, taking charge of diverse administrative tasks, and displaying proactive problem-solving abilities to address emerging issues.
- Providing extensive support in the meticulous upkeep of precise employee records, promptly addressing incoming calls, and assuming the pivotal role of the initial point of contact for guiding clients in their utilization of services, all while fulfilling essential duties within the realm of human resources..
- Promoting interdepartmental collaboration by skillfully facilitating communication and cooperation among diverse units.
- Upholding rigorous adherence to academic policies, procedures, and regulations, while providing expert guidance to students and staff on relevant matters.
- Conducting thorough data reporting and analysis, generating insightful reports on student enrollment, academic performance, and pertinent metrics, all while maintaining strict confidentiality of records.

Administrative Officer/ICT Consultant

Nwafor Orizu College of Education, Nsugbe (College Portal). September/2014

– September/2016

- Responds to incoming calls, furnishes accurate information, and guides callers appropriately.
- Manages the administrative responsibilities within the College ICT Centre.
- Served as the official liaison between College Management and the ICT Unit, ensuring alignment of objectives.
- Conducts meticulous reviews to ensure the precision of tasks, granting approval for routine transactions such as deposits and withdrawals.
- Oversees and delegates the operational tasks of the unit, providing guidance to the team, and submits comprehensive monthly reports to the Management. Notably, supervised a team of 15 staff members during this tenure.

Contact



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Skills

Professional

Communication
Discretion and Confidentiality
Building Relationships

Technical

Microsoft Office
Google Workspace
Adobe Creative Suite

Education

Professional Diploma in Education

Nwafor Orizu College of Education,
Nsugbe. Anambra State, Nigeria.
December/2016 – December/2017

BSc in Computer Science

Anambra State University, Uli, Anambra
State, Nigeria.
September/2005 – October/2009

Languages

Igbo – Native
English - Fluent

Interests

Blogging and Writing
Volunteering
Travelling

Team Leader

Anambra State Malaria Elimination Control Programme (Formerly Malaria Control Booster Project), Ministry of Health, Awka. Anambra State, February/2011 – March/2014

- Exhibited exceptional leadership skills by effectively guiding a team in community engagement initiatives and efficiently overseeing the administration of mosquito insecticides and distribution of mosquito nets to individual households.
- Ensured strict compliance with organizational policies, procedures, and regulations, offering expert guidance and support to team members.
- Pioneered a novel approach of dividing the team into sub-teams to maximize efficiency in household coverage, receiving positive feedback from stakeholders.
- Proficiently conducted data collation, entry, and skillfully authored comprehensive reports to inform decision-making.
- Maintained the utmost confidentiality of all reports and sensitive information.

NETWORK/CIVIL SOCIETY ENGAGEMENT

Financial Secretary/College Library Welfare/Nwafor Orizu College of Education, Nsugbe. Nigeria (2018 -- 2022)

- Accurately receive and document all financial transactions pertaining to the Welfare.
- Manage the disbursement of funds, including processing refunds as necessary.
- Perform reconciliations and generate annual financial reports.
- Prepare and issue payment authorizations in alignment with approvals from the treasurer or chairman.
- Guarantee compliance of financial records with the organization's audit standards.

Secretary/Senior Staff Disciplinary Committee/ Nwafor Orizu College of Education, Nsugbe. Anambra State. Nigeria (2019 – 2021)

- Strategically coordinating and documenting meetings with utmost efficiency.
- Collaborating closely with the chairman to strategize meeting agendas.
- Ensuring meticulous maintenance of proficient record-keeping and administrative procedures.
- Adhering rigorously to legal mandates and obligations.
- Managing communication channels and facilitating correspondence with precision.

Assistant Secretary/ Senior Staff Union in Colleges of Education Nigeria (SSUCOEN)/ Nwafor Orizu College of Education, Nsugbe chapter. Nsugbe.Nigeria. (2018 -- 2021)

- Excellently orchestrating the organization of meetings and capturing accurate minutes.
- Collaborating with the secretary or acting as a point of contact in the secretary's absence to strategize meeting logistics.
- Preserving meticulous records and administering tasks with precision.
- Adhering rigorously to legal mandates and compliance standards.
- Facilitating effective communication and proficiently managing correspondence.