**Onodu MBA Professional**

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| **Career Summary** |  |

Control of Document Specialist with experience in classifying, storing, managing and controlling Access to information, documents and records. And with Additional qualification in Masters Degree in Business Administration enhancing my Managerial Skills being the gatekeeper to the organizational intellectual Property. Demonstrated expertise in playing the key document controller for Arcogroup Plc (formally Arco Petrochemical Eng. Co. Plc) in ISO Certification process. Engaging communicator, skilled in presentations, mentoring team members and working across leadership levels to drive Quality Documentation functions in line with business objectives and most especially ensuring maximum compliance with the international standard Operation (ISO). Poised for the next level success as a Document Control Manager within reputable organizations to meet and exceed corporate objectives. Proficient in MFile DMS, ONEDRIVE and Microsoft Suite.

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| **Areas of Expertise** |

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| * Creation of input/output documents for ease Processes | * Document Retrieval * Quality Documentations | * Archiving * Managerial skills |
| * Classification of documents | * Business Analysis | * Document Security Measures |
| * Document Management | * Team Leadership | * ISO standard Quality Documentation |

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| **Experience & Notable Contributions** |

**ARCO GROUP PLC** • 2012-Present

**GROUP DOCUMENT CONTROLLER**

* Controls quality documentation across the group subsidiaries by creating different account on a server for each subsidiary with Access control measures for every unit.
* Worked as part of the Quality Team to ensure maximum compliance to achieve the company’s goal& objectives.
* Determined risk areas of the company’s intellectual properties and supported in the development of control measures to mitigate risks identified at operational and strategic level by ensuring maximum security is in place
* Successfully prepared the input documents for all processes aligning each input document to their standard operating manual. Conducted quality documentation trainings at the subsidiary levels to enhance their work skills.
* Set-up an Archive room to ensure document integrity (Hard Copy documents)
* Worked in conjunction with all department to ensure all amendments to policies, procedures and standard documentation are captured accordingly
* Ensured Continuous provision of Best Practice on quality documentations across the subsidiaries.
* Contributed to the maintenance, continual improvement and refinement of the company Quality System.
* Carried out a coding format on all organizational document for recognition at a glance and ensuring it consistent with internal and external procedural requirement.
* Created a central server for all organizational documents for easy access irrespective of Location. And also a Master-List of all organization intellectual property was kept.
* Continual review of control of document and Control of Record Procedure and supporting documents with the view to making recommendations to management for amendment, in accordance with the needs of the company.

**SOREAL GLOBAL CONCEPT LTD • 2011**

**Business Development/Customer relation Officer**

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* Ensured that appropriate strategies are developed to enhance the future performance and competitive position of the company in all areas of business operations and continuous business expansion by the improvement and development of existing and new businesses.
* Partners with both internal and external stakeholders to ensure alignment of growth initiatives prioritization, resource allocation and ownership of key actions and deliverables

**ETI-OSA LOCAL GOVERNMENT LAGOS, NIGERIA** **NYSC •** 2011-2012

**DOCUMENT CONTROL Trainee**

On the job training for control of documents. Assisted in scanning of document and conduction of quality control on scanned documents.

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| **Education** |

**Master Degree Business Administration (MBA**)

UNIVERSITY OF LAGOS |Lagos State | 2016| in view

**B.Sc. Science and Computer,**

Enugu State UNIVERSITY OF SCIENCE AND TECHNOLOGY| Enugu State | 2005- 2009

**Senior Secondary School Certificate**

Bishop howells memeorial SECONDARY SCHOOL | Lagos| 2001- 2002

**First School Leaving Certificate**

BESTWAY Nursery and Primary School, Lagos| Lagos| 1995- 1999

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| **Professional Qualification/Certification:** |

**BSC (Science (chemistry) and Computer)**

**Masters in Business Administration (MBA)**

**Document Control Certificate (ISO 90001: 2008)**

**Nigerian Institute of Management Certificate**

**A+ CompTIA Certification**

**Fundamentals of Health and Safety in the work place**

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| **Awards and positions held** |

Secretary, Arco group Plc Cooperative Society, Victoria, Island, Lagos, Nigeria

Member, Arcogroup plc Cultural Change committee for the organization

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| **interest/hobbies** |

Reading, Analytical, Innovative, Surfing the net, Brainstorming, Travelling

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| **Personal Details** |

**Date of Birth**: Mar 14th, 1989 • **Sex**: female • **NATIONALITY**: Nigerian