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| NAME :  SEX:  DATE OF BIRTH  NATIONALITY:  MARITAL STATUS:  **CAREER OBJECTIVE** | **ONUOHA CORNELIUS CHUKWUEMEKA**  MALE  21ST MARCH 1984  NIGERIAN  SINGLE  **\* To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.**  **\* To be an astute learner and the best performer in my organization. So that I can build an innovative career in my esteemed organization by using my skills and other significant talents.** |
| **ACADEMIC QUALIFICATIONS WITH DATES** | **\***HNDComputer Engineering - 2006-2008  **\***Senior Secondary Certificate Examination (SSCE/NECO) - 1996-2001  \*First School Living Certificate (FSLC) -1996 |
| **SCHOOL ATTANDED WITH DATE** | **\*** Federal Polytechnic OkoAnambra - 2006-2008  **\*** Roselec International Secondary School - 1996-2001  **\*** Community Primary School Amazu Uno Arondizu-ogu 1996 |
| **COMPUTER SKILLS** | Microsoft office (Word, Excel, and Power Point)  Internet,  File systems PDF, WINRA, ZIP, etc. |
| **PERSONAL ABILITIES AND QUALITIES** | **\*** Effective communication  \* Computer and technical literacy  \*Problem-solving/Creativity  \* Interpersonal abilities  \* Teamwork skills  \* Planning and organizing  \* Leadership and management  \* Positive attitude and energy |
| **WORK EXPERINCE**  **PROJECT CO-ORDINATOR** | **2013 -TILL DATE**  **\***Assist the PM in the drafting and issuance of project proposals, tenders, budgets, cash flows  and preliminary schedules  **\***Effectively and accurately communicate relevant project information to the client and project team  **\*** Communicate ideas for improving company processes with a positive and constructive attitude, and  for developing this attitude in others  **\***Attend client meetings and assist with determination of project requirements  **\*** Co-ordinate all the site works  Prepare and issue purchase order to contractors  **\***Get the NGA, RRM, and SDE to sign the document at every stage  **\***Attain the stages of site built CWS, CHP, THP and RFI is achieved on planed date |
| **CHIELE GLOBAL (DSTV)**  **ADMINISTRATIVE OFFICER** | **2010-2013**  **\***Performs office management duties; oversees the maintenance of personnel and fiscal records  **\***Coordinates office services, such aspersonnel, budget, and records management control.  **\***Determines which information requires immediate attention of the executive, and delegates or refers other matters to various staff and departments. Attends meetings in the executive's absence.  **\*** Activating and connecting the subscribers on the network  **\***Swapping DSD when faulty  **\***Insuring good working environment for the staffs |
| **RELTEL TELECOMMUNICATION (ZOOM MOBILE)LAGOS**  **BTS SUPPORT SERVICES** | 2008-2010  **\***Monitor core network/service equipment for outages and performance issues  \*Isolate and identify root cause of faults for all core network related issues within scope  \*Proactively review operating conditions of the core delivery and parameters thereof to optimize element monitoring and to seek out potential customer impacting issues before occurring  \* Perform equipment checks remotely using automated monitoring tools in accordance with established policies and procedures  \*Provide feedback to team and Management to improve best practices and procedures |
| **WOLD OF FAITH BIBLE INSTITUTE** | Basic certificate cause (**BCC**) |
| **HOBBIES** | Taking Challenges, Writing, Playing football, Meeting people, and travelling. |
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**Job Seeker First Name / CV No: 1801344**

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