

UGORJI TOCHUKWU IFEANYI

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PROFILE

I am an energetic, dedicated and enthusiastic person who enjoys challenge and topping goals. Reliable, tolerant, determined, emphatic communicator and able to see things from the other person's point of view, ability to adapt to new environment and get on with others.

EDUCATION AND QUALIFICATION

2012-2017	Federal University of Technology, Owerri, Imo State Bachelor of Engineering (B.Eng.) in Petroleum Engineering
2005 – 2011	Anara Community School, Owerri, Imo State. Senior Secondary Certificate Examination (S.S.C.E)
1999 – 2005	Futo Staff School, Owerri First School Leaving Certificate

EMPLOYMENT HISTORY

08/2019 – Till date Revolve Global Synergy, Naze, Owerri, Imo State
Store Keeper

Responsibilities

- ✦ Responsible for the close assessment of customer's invoice payment to ensure that the right goods are supplied according to specification and desired quantity.
- ✦ Providing the needed support as regards tracing of new and old stocks and ensuring they are well balanced.
- ✦ Performing physical verification of items and checking the condition before receiving them into the store
- ✦ Stock counts, updating logs and documentation for inventory processing
- ✦ Ensuring total compliance with all health and safety regulations and also ensuring store security and accountability

04/2018 – 04/2019 Institute of Management and Technology, Enugu State
Office Secretary (NYSC)

Responsibilities

- ✦ Performed various administrative duties ranging from the dispatch and receiving of mails, typing and editing of documents, photocopies etc.

- ✦ Responsible for the documentation of various records and students file in an orderly manner.
- ✦ Responded to students compliant and proffered swift solutions, referred special cases to the head of department for proper attention.
- ✦ Effectively and professionally managed all the office activities and ensured the smooth running of the office area.
- ✦ Effective managed all schedules on behalf of the director, attended to visitors and handled all appointments.

09/2017 – 03/2018 Mobil Minimart, Emene, Enugu State
Operations & Logistics Officer

Responsibilities

- ✦ Responsible for the management of the daily activities of members of staff and ensuring maximum productivity is achieved at all time.
- ✦ Managed the sales team and ensured the proper implementation of sales strategies.
- ✦ Supervised, developed, and launched additional delivery routes which expanded the organizations income.
- ✦ Reached and exceeded organizational sales target and achieved a 20% increase in sales figures.
- ✦ Ensured constant review of customer satisfaction by evaluating feedbacks and devised mechanism to mitigate identified constraints.
- ✦ Ensured goods are readily available to customers, handled all reorder for goods and accessed goods received to ensure they are in good shape.

06/2016 – 12/2016 Ministry of Environment and Petroleum Resources, Owerri, Imo State
Industrial Trainee

Responsibilities

- ✦ Developed and maintained an effective customer service relationship with clients and intended prospects.
- ✦ Assisted with the writing and editing of report of Environment Impact Assessment, Field Inspection of Air Quality etc.
- ✦ Assisted in the evaluation of the impact of soil erosion in Ideto Local Government Area of Imo State.

TRAINING AND CERTIFICATES OBTAINED

2019 **Institute of Safety Professionals of Nigeria (ISPON)**

- Certificate in H.S.E Competence Development Course Level 3

2019 **Institute of Safety Professionals of Nigeria (ISPON)**

- Certificate in General Health, Safety and Environment (GHSE)

KEY SKILLS AND ATTRIBUTES

- ✦ Computer Literate (Microsoft office proficiency)
- ✦ Strong numerical and analytic skill
- ✦ Communication skills
- ✦ Attention to details and ability to concentrate
- ✦ Leadership skill
- ✦ Ability to organize supply and delivery

REFERENCE

Available on Request