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Rumunduru, Oro-Igwe Port Harcourt
Nigeria.

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Sex: Male



AMAECCHI, PRECIOUS NNAEMEKA

CAREER SUMMARY

To build a professional career in an enterprising and veritable organization where I would utilize necessary skills and the limited resources available to make a significant contribution towards the actualization of the set organizational goals and targets through the application of modern selling and project management skills.

EDUCATIONAL QUALIFICATIONS

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| 2012 | Federal University of Technology Owerri, Imo State Nigeria
<i>B.Tech. Project Management Technology. Second Class Honours</i> |
| 2004 | Ascension Junior Seminary, Umuebulungwu, Asa, Abia State Nigeria
<i>Senior School Certificate Examination (WAEC)</i> |
| 1998 | Yisheng Nursery, Primary and Secondary School, Kaduna State Nigeria
<i>First School Leaving Certificate. (FSLC)</i> |

TRAINING AND DEVELOPMENT

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| 2020 | The International Association for Chemical Safety <ul style="list-style-type: none">• <i>Personal Protective Equipment Awareness</i>• <i>Health and Safety Induction</i> |
| 2019 | Hewlett Packard Enterprise - HP. <ul style="list-style-type: none">• <i>Effective Presentations Training</i>• <i>Effective Business Communications</i> |

WORK EXPERIENCE

2014 - Date **UTIB Insurance Brokers Limited**
219 Aba Road, Rumuogba Port Harcourt, Nigeria.

Position: **Administrative Officer**

Responsibilities:

- Prepare and deliver Credit Note, Debit Note and Receipt to both the Insured and Insurer
- Receive all correspondences and ensure proper filing for easy retrieval
- Prepares a renewal notice to the Insured
- Attending to various customers' complains and proffering solutions to them
- Identify new market opportunities to execute focused sales and generate business for profit.
- Maintain excellent customer experience and grow customer loyalty.
- Providing investment advice, tactics and recommendations to prospective customers
- Plan, manage and execute sales strategies with team members.
- Resolve customer' s complaints within the expected turnaround time
- Complaint resolution and relationship building and management.

Achievement:

- Championed the reduction of customers query resolution TAT through close follow up with the customer help desk for effective resolution.
- Easy retrieval of customers' record as a result of improved filing system.

2013 **Holy Child Secondary School, Mount Carmel**

Ogoja, Cross River State, Nigeria.

Position: Business Studies / Computer Studies Teacher - NYSC

Responsibilities:

- Develop students' abilities, interests in ICT and coordinate through mode of creative activities.
- Present subject matter utilizing range of teaching materials and techniques.
- Guide discussions and supervise work in class.
- Enforce personal development by supporting students to utilize and develop capabilities in the use of computer.
- Conduct extra-curricular activities like supporting school concerts, sport, excursions along with special interest programs.

Achievement:

- Improved computer literacy and adoption within the school.
- Established ICT school club for skills developments amongst the students.

2008 **Ozdee Constructions Limited**

Douglas Road Owerri, Imo State.

Position: Project Site Supervisor

Responsibilities:

- To ensure that compliance to quality of work are met.
- Monitoring and reporting the progress of work to management.
- To ensure that the workers on site are safety compliant.

Achievements:

- Reduced Number of Lost time Injury on site for engineers from 6 monthly to 1; through regular HSSE awareness and education on safe acts and conditions.
- Inculcated the culture of the use of PPE by the workers as this reduced on site accident rate from 30% to 8%.
- Timely completion of most of the organization's projects.

SKILLS (Computer Savvy)**Competent in the following computer software applications:**

- MS Word, MS Excel, PowerPoint.

PERSONAL SKILLS / STRENGTH

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|-----------------------------------|---|
| • Excellent presentation skills | The ability to handle pressure and meet deadlines |
| • Excellent organizational skills | Highly flexible in Changes |
| • Attention to detail | Strong interpersonal and leadership skill |
| • Good IT and Numerical skills | Result driven and problem solving skills |

HOBBIES/INTEREST

Reading, Travelling, & discussing of topical issues

REFEREES

Ekunnrin Kehinde
Regional Manager
UTIB Insurance Brokers Ltd Port Harcourt
08037222828

Princewill Osuagwu
Owerri Municipal Council
Owerri, Imo State
08037592649

Engr. Nwaneri
MD Gems Global Services,
Port Harcourt Rivers State
08033101290