



# Chukwuma Orji

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## Professional Summary

Eager to align myself with an organization that not only values creativity and effective communication but also recognizes the importance of strong management and leadership. aim to contribute meaningfully, leveraging these core skills to make a tangible impact. I am in search of a dynamic environment that fosters both personal and professional development and provides opportunities for continuous learning and improvement. I am eager to contribute expertise in creativity, communication, and leadership within a dynamic team, that drives impactful changes and fosters both personal and professional development.

Organized Administrative Manager with a knack for streamlining office operations and improving team productivity. Implemented new systems that reduced paperwork and enhanced workflow, delivering clear results in project timelines. Known for fostering a positive work environment, improving staff morale, and ensuring smooth day-to-day office functions. A loyal employee with a solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

## Work History

10.2019 - Current

### **Administrative manager**

Go2Uni - Abuja, Nigeria

- Organized company documents for improved accessibility and compliance.
- Oversaw recruitment processes to attract high-quality candidates.
- Increased office efficiency by streamlining administrative procedures.
- Maintained organized workspace promoting productivity and efficiency.
- Alleviated workload pressures, delegating tasks appropriately amongst staff.
- Coordinated with other departments for seamless workflow integration.
- Liaised with external vendors negotiating terms of service contracts.
- Managed employee schedules to ensure smooth operations.
- Undertook project management duties ensuring timely completion within budget constraints.
- Handled procurement of office supplies avoiding stock shortages or wastage.
- Ensured data protection compliance with meticulous record keeping.
- Conducted performance reviews, fostering employee development and growth.

- Facilitated office meetings to discuss and address team issues.
- Created digital file classification system for company-wide use.
- Drafted procedural statements and guidelines for company-wide use.
- Oversaw facility maintenance and allocated needed resources to meet standards.
- Investigated issues affecting group operations, prepared reports, and helped correct problems.
- Maintained smooth-running business operations by delegating priorities to staff abilities.
- Translated senior management directives into actionable front-line policies and implemented changes with staff.
- Streamlined processes to improve and optimize office operations.
- Represented organizations at seminars, conferences, and business events.
- Led and managed administrative staff to maintain smooth daily operations.
- Instituted and built dynamic team of astute and successful administrative professionals to help support all corporate growth and productivity objectives.
- Facilitated smooth and adequate flow of information within company to expedite other business operations.
- Managed and resolved employee queries and concerns to create positive workplace culture.
- Streamlined office workflows for enhanced productivity.
- Attended meetings and maintained files of notes taken during meetings.
- Managed internal communications effectively maintaining transparency across teams.

07.2017 - 09.2019

### ***IT Administrator/Consultant***

Black and Gold Systems Limited - Abuja

- Led IT consultancy for business goals
- Analyzed systems for peak performance
- Installed robust computer hardware
- Spearheaded IT consultancy, delivering expert guidance on technical issues and system enhancements to meet business objectives
- Conducted comprehensive system analysis to recommend tailored specifications for optimal performance
- Executed seamless installation of computer hardware, ensuring robust infrastructure
- Led deployment of Radio Frequency Identification (RFID) technology for advanced file-tracking solutions
- Documented all actions during troubleshooting process, ensuring transparency and providing reference for future incidents.
- Assisted in configuring new devices for seamless integration into existing network.
- Regularly cleaned up systems by deleting old files and applications no longer needed, making more room for useful data storage.
- Maintained network security for optimal data protection.
- Implemented stringent firewall rules to protect against cyber threats.
- Executed routine maintenance tasks and troubleshooting procedures to sustain system configurations and software installations.
- Led training sessions for team proficiency in system management and troubleshooting.
- Installed new hardware, resulting in enhanced system capabilities.
- Managed over 50 user accounts and permissions, ensuring proper access control procedures were followed.
- Resolved complex technical issues to ensure smooth operations.

07.2013 - 06.2017

### **IT Administrator**

NEUWEG NIGERIA LIMITED - Abuja

- Achieved lower downtime with regular preventative maintenance.
- Monitored server health, ensuring reliable service delivery.
- Advised on IT solutions to enhance construction projects
- Executed installation of critical computer hardware
- Aligned IT strategies with management's administrative goals
- Proven track record as Principal Consultant, providing solutions for IT-related issues
- Proficient in evaluating and recommending optimal system specifications tailored to business needs
- Skilled in installation of computer hardware components
- Collaborative approach with management to align IT strategies with administrative objectives
- Facilitated knowledge transfer sessions amongst staff members to improve overall team competency levels in dealing with basic system issues.
- Streamlined operational processes with automation tools implementation.
- Improved system performance by implementing software updates and patches.
- Managed user accounts and permissions, ensuring proper access control procedures were followed.
- Adhered strictly to company's IT policies whilst carrying out administrative duties on systems.
- Kept abreast of latest technology trends for continuous improvement in systems administration tasks.
- Achieved lower downtime with regular preventative maintenance.
- Audited network infrastructure regularly ensuring compliance with relevant industry standards.
- Developed recommendations for overhauling and updating systems to meet new demands better.
- Fielded inquiries from team members with access problems, hardware issues, and security concerns.
- Controlled access to computer network, setting up accounts and access levels.
- Standardized job tasks and trained junior team members on best practices and standards for optimum systems operations.
- Optimized system security and performance with proactive changes.
- Maintained flexible schedule and responded to after-hours and weekend emergencies to quickly resolve issues.
- Investigated problems with hardware and software to trace faults.

01.2008 - 12.2011

### **IT AND ADMINISTRATION**

Grail Administration Nigeria Ltd/Gte - Lagos

- Participated in definition, development, configuration, and support of computer applications to optimize organizational efficiency
- Administered network security
- Boosted exec's productivity
- Managed oversight of application implementation, support, and inventory control, ensuring alignment with business objectives
- Analyzed system specifications to meet business requirements, enhancing system performance and user satisfaction
- Collaborated with management to prioritize business goals and integrate strategic information technology solutions
- Conducted troubleshooting and repairs of computer hardware,

- ensuring seamless office operations and minimal downtime
- Administered Windows and LAN environments, along with Malware protection and IDP monitoring, to maintain robust security posture
- Oversaw management of wireless access points, contributing to reliable and secure network infrastructure
- Coordinated office operations, managed executive diaries, and addressed daily essentials, bolstering administrative efficiency and executive productivity
- Developed new administrative systems that improved task completion rates across office.
- Led office relocation project ensuring minimal disruption to business operations.
- Facilitated clear communication between finance and administration departments for seamless workflow.
- Built strong relationships with stakeholders through effective communication and negotiation strategies.
- Enhanced record-keeping efficiency through implementation of digital archiving system.
- Delivered high-level service to clients to maintain and extend relationships for future business opportunities.
- Handled customer concerns and complaints to resolve issues and build loyalty.
- Resolved escalated issues and liaised with clients to restore satisfaction and promote retention.

## Skills

- Computer Hardware
- Teaching
- Critical Thinking
- Database Administration
- Leadership
- Communications
- Problem-Solving
- Information Management
- Troubleshooting
- Office Administration
- Microsoft Office Suite proficiency
- Project Management
- Logistical planning
- Regulatory compliance
- Data analysis
- Critical-thinking

## Education

- 01.2007 • Bachelor's degree, Physics And Astronomy, University of Nigeria Nsukka - Nsukka  
Graduated with Honors in Physics & Astronomy
- 09.1991 - 06.1997 • High school or equivalent, Science, CMS Gramar School - Lagos  
Senior Secondary School Certificate of Education majored in Science

## Languages

English: Igbo:

## Custom

- Reading
- Football

## Hobbies And Interest

- Reading and learning new cultures
- Football