**GODSON-IBEJI CHIGOZIRIM**

**Address: 2nd Avenue, Gwarinpa**, Abuja

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**Tel.:** +234 7060840201, +234 8061137845

**PROFILE**

Chigozirim is a young and dynamic professional with years of successful professional experience. My career skills span from good communication and administrative skills to management with a high level attention to detail.

**Career Objectives:**

To be functional in a challenging and fulfilling organization whose services are of great value to customers, employees as well as the employer.

**PERSONAL DATA**

Date of Birth: 20th February, 1992

Sex: Female

Nationality: Nigerian

Local Govt. Area: Ezinihitte

Marital Status: Single

**INSTITUTIONS ATTENDED WITH DATES**

* University of Maryland 2023
* University of Abuja, Abuja 2011-2016
* The Federal Polytechnic, Nasarawa, Nasarawa State 2013-2015
* Nnamdi Azikiwe University, Awka, Anambra State 2007-2009
* AfriHub ICT Center, Federal University of Technology Owerri 2010
* Owerri Girls’ Secondary School, Owerri, Imo State. 2001-2006

**QUALIFICATIONS OBTAINED**

* Cybersecurity Analyst (In View)
* B.Sc Economics
* National Diploma, Business Administration and Management
* Diploma, Public Administration
* Certificate of Proficiency in Computer Appreciation and Internet utility
* Senior School Certificate

**SKILLS AND ATTRIBUTES**

Intelligence

Self confidence in the execution of assigned duties and ability to perform with little or no supervision

Willingness to learn and be a team player

Multitasking

**WORK EXPERIENCE**

1. IGI PLC, GWAGWALADA, ABUJA. 2011-2016

**Sales Representative**

**Responsibilities**

* Marketing and advertisement
* Producing and following up on new sales leads.

1. BRITISHROAST FAST FOOD, WUSE, ABUJA 2016 - 2018

**Supervisor**

**Responsibilities**

* Receiving orders from customers and ensuring that they are met
* Accounting
* Reporting to the Chairman
* General Administrative functions

1. LAROPA SUITES AND APARTMENTS 2018 - 2023

**General Manager**

**Responsibilities**

* Accounting
* Human Resource Management
* Customer Service
* Operations Management
* Reporting to the CEO
* General Administrative functions

**Certification**: Certificate of Proficiency in Microsoft Office and internet utility (AfriHub 2010)

**Unpublished Work:** The Effect of Ebola Virus Spread on the Performance of Service Industries (A case study of Sheraton Hotels and Towers, Abuja)

**(National Diploma Project Work)**

The Impact of Financial Institutions on Agricultural Development (A case study of Nigerian Agricultural Cooperative and Rural Development Bank)

**(B.Sc Project work)**

**Achievement:**

Team leader entrepreneurship project, UNIBUJA 2014

**Community Service:**

Treasurer, ESOCS Church, Gwagwalada, Abuja. 2016-2017

**Hobbies:**

Reading, Meditating, and Surfing the internet.

**Languages Spoken:**

Igbo and English Language

**REFEREES**

Elder J. Moneke

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