

NNANTA ONYEDIKACHI ELVIS

Aladinma, Owerri, Imo State, Nigeria.

E-mail: nnantaelvis@gmail.com

Phone number: 08162390383, 08127079534

CAREER OBJECTIVE

To develop an efficient and result-oriented personality with the objective of adding value to the organization, growing up with the best mind and becoming a true professional and making positive contributions as an employee to the organization.

WORKING EXPERIENCE

Office Assistant

Aku U Guest House, Owerri, Imo State.

2019 - 2021

- Overseeing clerical tasks.
- Keeping Inventory of office
- Reception of guests and visitors
- Attending to phone calls and mails from clients

Operations Supervisor

DE MAVIS SUITES

WORKS LAYOUT, OWERRI, IMO STATE 2022-2023

- Ensure smooth operation of all activities in the organization.
- Supervising front desk, bar and restaurant operations, monitoring and reviewing the guest's arrival and departure.
- Providing customers with best sales services.
- Maintaining inventory of beverage stock, interacting with guests, and giving reports to management timely.
- Ensuring the lounge and restaurant crockery and hollowware are adequate.
- Managing hotel staff duty schedule and ensuring compliance to the hotels rules and policies.

NYSC Intern Officer

JEWELS MONTESSORI INT'L SCHOOL.

2024

- Ensuring the school's tools and equipment are ready for use before the ultimatum.
- Documentation of office inventory.
- Keeping track of students' records.

Assistant Project Coordinator and Assistant Administrator

YOUNG AFRICAN HANGOUTS (YAH) powered by Millennials Community Impact Network (NGO).

2024 – Present

- Ensure the members stay connected as well as the volunteer network.
- Oversee all official matters of the NGO.
- Keep proper records.
- Ensure proper and effective representation of the NGO especially on all social media platforms.
- Give feedback of the NGO affairs to her founders and pioneer members.
- Effectively ensured proper follow up on all members, mentors and partners of the NGO via calls, text messages and scheduled visitation as well as give feedback of all its affairs to mentors and members.
- Ensured proper book keeping of the day-to-day running of the NGO as well as schedule meeting and mentoring sessions.
- Effectively represented the NGO on all official functions such as trainings, seminars and conferences.
- Effectively supervised all social media platforms and website of the NGO for up to date activities undertaken.
- Effectively ensured project steps are strictly adhered to by team lead and its members.
- Supervised all project, its meeting and document report from each project lead.
- Carry out evaluation of project to monitor/measure progress and impact on targeted audience.
- Give detailed monthly plan and report of all project been undertaking by the NGO.

Volunteering Roles

Nigerian Red Cross Society, Port Harcourt Division, Rivers State

Detachment unit

2022

- Provide basic first aid and emergency care during events, emergencies, and disasters.
- Support in triage operations and assist paramedics or nurses when needed.
- Maintain first aid kits and ensure readiness of emergency medical supplies.
- Train new volunteers on Red Cross principles, emergency response, and humanitarian ethics.
- Visit hospitals, orphanages, and IDP camps to provide emotional support, gifts, or services.

- Assist the elderly, disabled, or vulnerable groups in the community.

EDUCATION

- Chukwuemeka Odumegwu Ojukwu University, Anambra State 2019-2022

QUALIFICATION OBTAINED

- National Youth Service Corp (NYSC) 2024
- Bachelor of Science in Public Administration (B.Sc.) 2022
- West African Examination Certificate (WAEC) 2018
- Red Cross Certificate 2025

SKILLS

- Relationship management.
- Website Developer
- Safety management.
- Team Work Management.
- Microsoft Office Proficiency (Word, Excel and PowerPoint).
- Proficient use of the internet.
- Proficient use of Social Media platforms.
- Quick Learning and Open to New Ideas
- Precise in Decision Making
- Emotional Intelligence
- Integrity
- Result Oriented
- Possess Good Management and Organization Skills
- A Good Team Player with Appropriate Coordination Techniques
- Excellent Communication and Connection Skills
- Good Time Manager

REFEREES *(available upon request).*