

# ONUGU JAMES EROCHUKWU

Block 403/3 D/R Former Shell Quarter, DSC Steel Town 1, Udu LGA, Delta State.

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James Erochukwu Onugu has over four years' experience working in various sectors which includes; Oil and Gas (Drilling), Information Technology, Educational and in Financial Sector. I obtained a Higher National Diploma in Computer Science, Bachelor of Science in Industrial Mathematics, Statistics and Demography. I am a certified (STCW) Standard for Training Certification and Watch Keeping, (GMDSS) Global Maritime Distress and Safety System, SEAFARERS' MEDICAL CERTIFICATE and OCA. I have a valid International Passport. I am highly motivated and organized team player, and most times work on my own initiative to increase output and hence contribute to the organization's corporate goal.

## **Work Experience:**

**Organization:** Cardinal Drilling Services Nigeria Limited. December 20, 2012 to January 8, 2016

**Designation:** **Radio Officer/Radio Operator**

### **Job Description:**

- Establishes and coordinates all radio communications.
- Receives and transmits radio communications in accordance with applicable international regulations.
- Responsible for continually updating POB lists as personnel movements take place.
- Performs and coordinates isolation of radio equipment and transmissions during periods of radio silence.
- Inspection and maintenance of radio equipment, associated batteries and antenna's.
- Administration duties as instructed and directed by supervisor.
- Organize crew change activities, accommodation, and ground transportation.
- Reporting and documentation of day-to-day activities.
- Be conversant in the company's data bases.
- Ensure that the permit to work and isolation systems are strictly adhered.
- Ensure that approved rig operating procedures are adhered to at all times.
- Report all unsafe activities, situations, and potential hazards to supervisor.
- Actively participate in weekly rig and departmental safety meetings.
- Actively participate in the Safety Management Systems.
- Ensure housekeeping is maintained in assigned areas.
- Effectively use all safety and environmental tools.
- Complete training requirements in a timely manner.
- Perform all emergency duties.

**Organization:** ActivEdge Technologies Limited, 4b Utomi Airie Street, Lekki Phase 1, Lagos. March 2, 2012 to December 10, 2012.

**Designation:** **System Administrator.**

### **Job Description:**

- Consulting with clients to specify system requirements and design solutions.

- Budgeting for equipment and assembly costs.
- Assembling new systems.
- Maintaining existing software and hardware and upgrading any which has become obsolete.
- Working in tandem with IT support personnel.
- Protects organization's value by keeping information confidential.
- Creating and managing our company's emails, Website Management.
- Email Management and update.
- Software maintenance and upgrade.

**Organization:** Institute of Management and Technology, IMT, Enugu  
(National Youth Service Corps, NYSC) 2010-2011

**Designation:** **System Administrator/Computing Tutor.**

**Job Description:**

- Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance.
- Use relevant technology to support instruction.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Provide a variety of learning materials and resources for use in educational activities.
- Prepare required reports on students and activities.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop schemes of work and lesson plans.

**Organization:** Intercontinental Bank Plc, 5 Okpara Avenue Enugu (now Access Bank Plc).  
(One year Industrial Work Experience). 2007-2008

**Designation:** **IT Technical Support Officer.**

**Job Description:**

- Installing and configuring computer hardware, software, systems, networks, printers, scanners and more.
- Planning and undertaking scheduled maintenance upgrades.
- Responding to breakdowns.
- Investigating, diagnosing and solving computer software and hardware faults.
- Repairing equipment and replacing parts.
- Obtaining replacement or specialist components, fixtures or fittings.
- Ensuring compliance with health and safety legislation.
- Maintaining records of software licenses.

**PERSONAL DETAILS:**

**Date of Birth:** January 9, 1985  
**Marital Status:** Married  
**Sex:** Male  
**Nationality:** Nigeria

**EDUCATIONAL QUALIFICATION:**

- 1992-1998:** FSLC,  
Elu-Ohe Primary School, Nkalagu-Obukpa.
- 1998-2004:** WAEC/SSCE,  
Nsukka High School, Nsukka.
- 2004-2006:** **OND (Upper Credit), Computer Science,**  
Institute of Management and Technology, Enugu.
- 2007-2009:** **HND (Upper Credit), Computer Science,**  
Institute of Management and Technology, Enugu.
- 2008-2011:** **BSc (Hons), Industrial Mathematics, Statistics and Demography,**  
Enugu State University of Science and Technology.

**PROFESSIONAL QUALIFICATIONS/CERTIFICATES:**

- |  |      |
|--|------|
| (STCW 95) Standard for Training Certification and Watch Keeping  | 2016 |
| <ul style="list-style-type: none"> <li>• Personal Survival Techniques</li> <li>• Fire Prevention and Fire Fighting</li> <li>• Elementary First Aid</li> <li>• Personal Safety and Social Responsibilities</li> </ul> |      |
| GMDSS/GOC (Global Maritime Distress and Safety System)   | 2016 |
| SEAFARERS' MEDICAL CERTIFICATE   | 2016 |
| OCA  | 2009 |

**SOFT SKILLS:**

- Radio Officer.
- System Administrator.
- Office Administration/HR.
- Proficient in Microsoft office (Word, Excel, Outlook, PowerPoint and Access).
- Website and e-mail management.
- Problem Solving, Strategic Planning, Multi-tasking, Quality Focus and Coordination.
- Technical Understanding, Quick Study and Technical Zeal.

**HOBBIES:** Meeting people, Football, and Reading.

**REFEREES:**

**Engr. Samuel Anigboro**

Tool Pusher, Cardinal Drilling Services Nigeria Limited  
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**Engr. Ezugwu Ndubisi**

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**Engr. Samuel Ukwuaba**

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