

KELECHI CHUKWU

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PERSONAL INFORMATION:

Name: Kelechi Chukwu
Gender: Male
Date of Birth: June 3rd, 1980
Marital Status: Married

CAREER OBJECTIVE

To be of exceptional performance in any given task by producing outstanding results in the most prudent and proactive manner and giving maximum value to my employer and utmost fulfillment for myself while I retain my core values of integrity and excellence.

MY MISSION

Improving workplace efficiency, operational productivity and reducing the overall staff costs, providing 100% compliance with government legislature as well as human resources management in line with best practices.

MY TRANSFERABLE SKILLS

<ul style="list-style-type: none">• Strategies & Campaigns• Corporate Communications• Creative Team Leadership• Product Positioning & Branding• Web & Print Content Development	<ul style="list-style-type: none">• Focus Group & Market Research• Development of Training Materials• Negotiation• Public & Media Relations• Problem solving & Decision Making
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WORK EXPERIENCE

1.



MONI PULO LIMITED (Petroleum Development) 2013 - 2016

Company Profile: A private indigenous oil and gas exploration and production company.

Job Title: Senior Officer, Corporate Strategy and Communications.

MAIN DUTIES & KEY RESPONSIBILITIES includes but not limited to the following:

1. To Play A Role On The Senior Leadership Team

- Develop and deliver strategic objectives and plans
- Responsible for the preparation of the budget for the department; manage and control expenditure within the agreed budget
- Understand the financial position of the organisation and how this impacts on decision making of departmental projects and programmes

- Communicate strategies, policies and procedures agreed by SLA effectively to staff; contribute to the selection, recruitment, induction and review processes across the organisation
- Take responsibility for one or more of the company's cross organisational working groups
- Develops and continuously improves overall corporate strategy and business strategy templates and processes with coordination of other key support and line functions (e.g., Finance, HR, IT) and other members of the Strategy Team (e.g. business planners, competitive intelligence)
- Work with and report to the Director, Corporate Strategy and Development on workings of the department
- Drives continuous improvement to company's strategic planning and change management methods
- Deputize for the Director, Corporate Strategy and Development as appropriate and agreed

2. Strategic Development

- Manage the delivery of documents relating to the strategic plan of the company
- Set timetable and process for review of the strategic plan, and advise on redevelopment in the run up to the next strategic period
- Communicate strategies, policies and procedures agreed by Service Level Agreement (SLA) effectively to staff; Set timetable and process for review of the strategic plan, and advise on redevelopment in the run up to the next strategic period
- Manages the overall corporate strategy development process including assessing continuous improvement of those processes with key leadership

3. Communications

- Work with the Director, Corporate Strategy and Development and with the Human Resources Management Team (with appropriate support from the Managing Director) to make and implement recommendations on the appropriate structure for managing communications work within the Company
- Devise and implement an appropriate programme of capacity building in media relations work.
- Co-ordinate the publication and production of Moni Pulo's newsletter, photographs publicity brochures, promotional videos and corporate website content management and ensure company-wide awareness of Moni Pulo's Social Responsibility Initiatives

- Champion and implement the Company's communication guidelines
- Ensure that legal aspects of our communications work are understood within the organisation (e.g. accessibility of web communications and data protection).
- Initiates, coordinates and supervises impact assessments of Moni Pulo's Corporate activities and CSRs

4. Policy Communications

- Line manage the Communications Officer and work with her to develop, monitor and evaluate a set of policy dialogue and public affairs objectives that advance the Company's strategic aims.
- Lead writing responsibility for particular policy and position papers (for example on Communications Policy, Branding Policy or other key issues for the Company)
- Champion and support the Company's policy communications strategy internally and externally.
- Contribute to the delivery of the policy communications strategy through attendance at assigned meetings or holding assigned relationships (to be decided in consultation with the Director, Corporate Strategy and Development and the MD/CE.)

5. Web communications & Branding

- Line manage the web manager / Technical Team and work with him to develop, monitor and evaluate a set of web communication objectives that advance the Company's strategic aims.
- Support the web manager in the development of a new website that fulfils the communication aims of the Company
- Ensure that programme web communications are coordinated with corporate web communications.
- Promote Moni Pulo's image and reputation by effectively coordinating internal and external communication, maintaining goodwill and understanding among all stakeholders
- Coordinate and maintain Moni Pulo's corporate image, identity and branding which includes the proper use of logs, colour spectrum and signage on publications, media releases, PR documents, CRS projects



MONI PULO LIMITED (Petroleum Development) 2013 - 2016

Job Title: Nigerian Content Development Desk Administrator

MAIN DUTIES & KEY RESPONSIBILITIES includes but not limited to the following:

- Coordinate the overall audit of the Company's Compliance Level and Nigerian Content Performance in line with the workings of the Nigerian Oil and Gas Content Development Act
- Carries out Capacity Building of the NCD Act amongst members of staff and the Company's Contractors, Subcontractors , vendors
- Coordinate and manage on a daily basis the activities of JQS, NCDMB, or any new Governmental Body so created with impact to the Oil & Gas industry
- Provide day to day support in collation and interpretation of local data related to the Industry that would be required to implement any strategies and plans as deemed fit.
- Create and implementing the Nigerian Content plan in line with regulations issued by the NCDMB.
- Monitor actual implementation of the Nigerian Content plan and propose corrective actions within the company and Contractors /Sub-contractors
- Co-ordinates and supervises the performance of Nigeria content in accordance with approved procedures
- Ensure personnel awareness on the requirements of the Nigerian content plan by facilitating trainings and seminars.
- Liaise with the all the involved functions, in particular Legal, HR, Sourcing and Finance, in ensuring compliance with the provisions of the Nigerian Oil & Gas Industry Content Act
- Assist the Sales and Business department in maintaining competitive advantage in adding value to the Nigerian content policy

3. OPTIMUM RESOURCES MANAGEMENT

2011 - 2013

Company Profile: A Management Leading Consulting firm with specialty in project management, strategy development, organizational design, business process monitoring& Evaluation, microcredit and micro enterprise Implementation with major clients such as SPDC, BATN, NDDC.

Job Title: National Coordinator –Administration & Capacity Building

MAIN DUTIES & KEY RESPONSIBILITIES includes but not limited to the following:

- Provide executive –level administrative support to the President of Optimum Resources Management and senior executives
- Coordinates projects and events; exercising ability to improvise, improve procedures and meet demanding deadlines.
- Liaison between all impacted departments to ensure proper communication and reporting practices.
- Plan and coordinate corporate luncheons and develop presentations for related onsite and offsite meetings
- Direct business relations and distribution of company literature to stimulate client interest and sales leads.
- Process monthly expense reports reflecting supporting documents and budget code indexes
- Contribute to the development of comprehensive, cohesive curriculums for both leadership and management development programs.
- Producing training materials for in-house courses; Managing the delivery of training and development programmes and, in a more senior role, devising a training strategy for the organization

4.



MIFE CONSTRUCTION NIGERIA LIMITED 2009 -2011

Company Profile: A private limited liability company headquartered in Port Harcourt involved mainly in Civil Engineering, oil platform construct, Civil Engineering Consultancy for major International Oil Companies (IoCs) and National Oil Companies (Nocs), Dredging Canal, Oil Location Sweeping, Quarrying, Road Construction, quarrying, asphalt production and general civil engineering projects.

**Job Title: Personal Assistant to the Managing Director/Chief Executive
: Public Relations Officer**

MAIN DUTIES & KEY RESPONSIBILITIES includes but not limited to the following:

- Devising and maintaining office systems, including data management and filing;
- Arranging travel, accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;

- Screening phone calls, enquiries and requests, and handling them when appropriate;
- Meeting and greeting visitors at all levels of seniority; Organising and maintaining diaries and making appointments;
- Carrying out background research and presenting findings;
- Producing documents, briefing papers, reports and presentations;
- Organising and attending meetings and ensuring the manager is well prepared for meetings; Liaising with clients, suppliers and other staff.
- Liaising with and answering enquiries from media, individuals and other organisations, often via telephone and email;
- Researching, writing and distributing press releases to targeted media; Collating and analysing media coverage;
- Writing and editing in-house magazines, case studies, speeches, articles and annual reports;
- Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;

5.  **GLOBACOM NIGERIA LIMITED** **2007 – 2009**

Company Profile: A 100% Nigerian owned, multinational telecommunications company headquartered in Lagos with over 34 million subscribers

Job Title: Learning and Development Specialist

MAIN DUTIES & KEY RESPONSIBILITIES includes but not limited to the following:

- Identifying training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with business managers and human resources departments;
- Designing and expanding training and development programmes based on both the organisation's and the individual's needs;
- Developing effective induction programmes;
- Identify training needs by evaluating strengths and weaknesses
- Translate requirements into trainings that will groom employees for the next step of their career path
- Build annual training program and prepare teaching plans
- Develop or oversee the production of classroom handouts, instructional materials, aids and manuals

- Direct structured learning experiences and monitor their quality results
- Acclimate new hires to the business and conduct orientation sessions
- Deliver training courses
- Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behavior
- Periodically evaluate ongoing programs to ensure that they reflect any changes
- Stay abreast of the new trends and tools in employee development

6.  **GLOBACOM NIGERIA LIMITED** **2006 – 2007**

Job Title: Customer Care Executive

MAIN DUTIES & KEY RESPONSIBILITIES includes but not limited to the following:

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments. Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information. Contributes to team effort by accomplishing related results as needed.

Educational Qualification:

1. B.Sc. – Cell Biology and Genetics 2004
University Of Lagos, Akoka, Lagos
Second Class Upper Division

Personal Development Programmes Undertaken:

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| 1. Project Management Professional (PMP) | 2014 |
| 2. Train the Trainer Certification by ITF
By Industrial Training Fund, Nigeria | 2013 |
| 3. Customer Service and Call Centre Certification
By International Customer Management Institute, UK | 2013 |
| 4. Basic Petroleum Technology
By Aberdeen Petroleum Training Centre | 2009 |
| 5. Communication in Business Negotiation
By Pan – African University, Lagos | 2008 |
| 6. Project Management : Starting and Ending a Project Successfully
By Fate Foundation | 2008 |
| 7. Human Resources Management: Performance & Appraisals,
Wage Calculations & Payroll Administration
By Fate Foundation | 2008 |
| 8. Strategic Change Management for HR Professionals
By Oil and Gas Soft Skills Limited | 2008 |
| 9. Customer Focused Marketing: The Key to Unlocking Profits
By Nigeria Institute of Management | 2008 |
| 10. Self-Management: The Innovative Guide to Achieving your Goal
By British Council | 2008 |
| 11. Health , Safety, Environment and Quality Management
By Trithel International Consulting | 2008 |

HOBBIES: Meeting People, Music, Reading

REFEREES:

1. Mr. Wole Aje

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