

OBI, CHUKWUNWEOKIKE PROSPER

189 Ojo Road, Ajegunle, Apapa, Lagos State.

Tel: +2348065440866, +2348071241331

Email: obiprospers2002@gmail.com

PROFESSIONAL PROFILE

Detail oriented business management professional with an M.Sc. in Entrepreneurship, experienced in operational oversight, administrative coordination, and budget management. Skilled in optimizing processes, improving workflow efficiency, and maintaining financial and administrative accuracy. Proven ability to support organizational goals through effective planning, documentation, and cross-functional collaboration.

CORE COMPETENCE

<ul style="list-style-type: none">▪ Mail management▪ Strategic planning support▪ Time management and organizational discipline▪ Policy compliance	<ul style="list-style-type: none">▪ Budget Monitoring▪ Administrative support specialist▪ Analytical Thinking and problem-solving▪ Operational oversight and workflow coordination	<ul style="list-style-type: none">▪ Expense reporting▪ Data entry and record accuracy▪ Good Oral and Written Communication Skills
--	---	---

Software Skills: Microsoft Office Tool (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

Operations and Finance Officer – Tinarock Ethanol Limited

2024 - 2025

- Creating and building sustainable relationship and trust with customers through open and interactive communication.
- Monitored daily service operations to ensure adherence to policies, regulatory requirements, and quality standards.
- Ensures administrative processes support operational efficiency and cost control
- Uphold high ethical standard in all financial dealings
- Translate financial data into practical recommendations on pricing, cost optimization, and resource allocation
- Demonstrated ability to achieving results through teamwork via communicating guiding goals, metrics-based management, defining responsibility and accountability, timely feedback, and open & honest two-way communications.

Assistant Admin and Subject Techer – Tower of Ivory School, Port-Harcourt.

2022 - 2024

- Collaboratively assist the to Develop, implement, and enforce school policies, ensuring adherence to state, federal, and institutional regulations.
- Collaboratively support admin to manage budgets, financial reporting, revenue collection, procurement, and asset management.
- Act as a coach to help student develop financial skills and confidence.
- Deliver engaging lessons aligned with curriculum standards
- Create a conducive atmosphere for learning and monitor student progress.
- Collaborate with colleagues to enhance teaching quality.
- Manage student records, admissions, progression, and attendance; provide guidance and support to teachers.
- Contribute to the school's vision, develop educational programs, and lead improvement initiatives.
- Oversee daily activities, facilities, grounds, and support staff, ensuring a safe and conducive learning environment.

EDUCATION

- **M.SC in Business Education (Entrepreneurship Option)** **2025**
(Rivers State University)
- **B.SC in Business Education (Management Option) with Second class honours (Upper Division)** **2022**
(Rivers State University)
- **West African School Certificate** **2014**
Kingston High School

PROFESSIONAL CERTIFICATION

- Teachers registration council of Nigeria **(TRCN)**
-

PERSONAL INTEREST

- Networking
- Reading
- Business Development and Growth
- Travelling

REFEREES

Available on Request