

ONYIA CHUKWUEBUKA HENRY

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OBJECTIVE

I am a passionate, seasoned and resilient youth advocate, driven by the desire to make positive impact, ensure equality across board, and constantly improve my abilities in order to serve humanity better and attain set goals. I lead a life style of inspiring and empowering youths, the vulnerable and the unprotected in my community, ensuring an enduring, liveable and better social welfare for people at the grassroot.

EXPERIENCE

UNITED YOUTH LEADERS FOR DEVELOPMENT INITIATIVE (A.K.A. GLOBAL YOUTH REPRESENTATIVE)

2018 - Till Date

Project Supervisor

- Facilitating the initiation, presentation and successful execution of organization projects
- Engaging in community awareness and sensitization initiatives
- Leading project research and proficiently crafting content
- Part of GYR constitution committee
- Identifying and securing skilled experts and resource for the organization's skill acquisition trainings and workshop.
- Assuming the role of assistant team lead in planning workshops, seminars and events.

Key Projects

GYR - Book Drive

- Initiated and drafted project proposal and formal letters for partners, donors and beneficiary schools.
- Supervised awareness/campaign resulting in the large collection of books used in equipping over 70 schools across the country.

2019 ZAMFARA YOUTH AND STUDENTS SMALL SCALE ENTREPRENEURSHIP/ EMPOWERMENT PROGRAM

- Led a research on loan schemes and fund opportunities for small scale businesses, which aided hundreds of program participants obtain business loans to support and grow their business.

FREE SKILL ACQUISITION TRAINING IN OSUN STATE AND LAGOS STATE

- Identified and secured the services of resource persons and skilled experts who in two months trained and equipped over a thousand young women for financial independence.

WECO SYSTEMS INTERNATIONAL

2017 - 2018

Accounts Payable Officer (Intern)

- Daily raised and processed at least 12 payment requests using a hybrid (office software and hardcopy docs) format .
- Maintained clean clear accuracy in posting business transactions, process invoices, verify documents and maintain accounts payable records.
- Successfully handled the remittance and payment of taxes
- Actively aided the monthly and yearly financial regularisation and report of accounts
- Help the store deoartment in maintaining and updating inventory.
- Reconcile numerous bank statements , verify invoices, book keeping, process/verify purchase orders while ensuring the organization's engineers do not worry about the financial aspect of projects while in the field.

EDUCATION

ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

2016

Bsc. in Political Science

SKILLS

Organizational Skills,Business Management,Project Management,Computer and Technology Skills (including Software knowledge),Good Verbal and Written Communication Skills, Detail Driven Backed With Research,Analytic/Assessment Skills,Administrative skilss,Inventory management,Clerical skills,Research Skills,Self Management,Leadership Skills,Superior Attentiveness and Adaptability,Critical Thinking and Problem Solving,Report Writing,

PROJECTS

DATA CLERK FOR USAID MARKET || PROJECT (2012 - 2015)

- Meticulously managed inventory and data of trainee farmers thereby easing day to day project operation
- Unambiguously reported daily to my project supervisor and stakeholders to ensure decsion and project changes are informed
- Performs clerical duties.
- Ensured project beneficiaries got their daily remunerations without any form of delay or discrepancies while dispelling and exposing cases of impersonation .

FOURSQUARE GOSPEL CHURCH/TRANSFORMING GRACE CHURCH USA; ABUJA MEDICAL AND VISION MISSION 2020

- Served as supervisor for karu District Abuja, with over 100 beneficiaries being attended to daily
- Played pivotal team role in drafting daily project procedure as well as overall project planning
- Successfully liased with both medical, technical and operation team in my district to ensure project goals are met and beneficiaries are attended to in time.

- Presented my report, recording massive success supported by feedbacks from beneficiaries and visiting Project Stakeholders affirming that all set goals were met.

CERTIFICATES

NPOWER Front-End Web & Graphics Design Cert. , 2019
National Youth Service Corps. (NYSC) Cert. 2018
Bsc. in Political Science 2017
National Examination Council (NECO), 2010

INTERESTS

Volunteering, Care giving, Policy Development, Program Planning, Welfare services, Youth Advocacy, Counseling, Community Organization

HOBBIES

Soccer, Volunteering, Researching, Travelling

REFERENCE

Amb. Okwudili Nwaeze Victor - President | Founder
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