

# UDONTA CHINAZA CHARLES

📍 #3 Chinda Street Off Pipeline Road, Ozuoba, Portharcourt, Rivers State.

☎ 0810 494 8539

✉ [udontacharles@gmail.com](mailto:udontacharles@gmail.com)

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## PROFESSIONAL SUMMARY

I am a proactive and result-oriented professional with strong **managerial, sales, procurement, and administrative skills**, backed by excellent organizational and multitasking abilities. I have experience **coordinating teams, supporting procurement and sourcing activities, managing vendor and client relationships, handling schedules, documentation, and supporting contract and operational processes** in fast-paced business environments. I also bring creative strengths in **cinematography, video editing, graphic design, and digital communication**, enabling me to support branding, marketing, and corporate communication efforts. I am highly motivated, adaptable, and passionate about continuous improvement, consistently striving to deliver efficiency, value, and excellence in every role I undertake.

## PERSONAL DETAILS:

<b>Sex:</b>	Male
<b>Marital Status:</b>	Single
<b>Nationality:</b>	Nigerian
<b>Date of Birth:</b>	30 <sup>th</sup> October, 1994

## CORE COMPETENCIES

- Leadership and Management Skill
- Procurement Specialist
- Skilled at using Microsoft Office Suite
- Excellent Communication Skill
- Team work and Collaboration
- Virtual assistant
- Graphics designer, Cinematographer, Video Editor

## WORK EXPERIENCE:

**AGACOX NIGERIA LIMITED**

**Jan. 2025 – Mar 2026**

**Position: OPERATIONS MANAGER**  
**Roles and Responsibilities.**

- ☐ Supervised daily business operations to ensure smooth workflow and efficiency across departments

- ☐ Managed staff activities, performance, and scheduling to achieve operational targets
- ☐ Oversaw procurement and inventory control to ensure timely supply and proper stock management
- ☐ Monitored sales and service delivery to ensure customer satisfaction and business growth
- ☐ Prepared operational reports and supported management in decision-making and cost control

## **VINO IMPERIUM**

**Jan. 2024 - Jan.2025**

**Position: Sales Manger.**

### **Roles and Responsibilities:**

- ☐ Supervised daily business operations to ensure smooth workflow and efficiency
- ☐ Managed staff scheduling, attendance, and performance monitoring
- ☐ Ensured proper customer service delivery and resolved complaints effectively
- ☐ Oversaw stock control, inventory management, and restocking activities
- ☐ Monitored daily sales and prepared operational reports
- ☐ Ensured compliance with company standards, hygiene, and service quality
- ☐ Coordinated between kitchen, sales, and supply teams for smooth operations
- ☐ Working closely with the management team on the daily activities of the company.

## **HANDRICH NIGERIA LIMITED**

**Feb. 2023 – Dec 2024**

**Position: Quality Control Officer/Procurement Officer**

### **Roles and Responsibilities:**

- ☐ Quality Control and Assurance of Company Materials and Procurement
- ☐ Quality Control and Assurance of goods upon arrival Activities
- ☐ Support procurement activities including sourcing of goods, vendor coordination, and general supply services.
- ☐ Ensure cost-effective purchasing, proper documentation, and timely delivery of items.
- ☐ Any other duties as may be assigned by the Management

## **VINO IMPERIUM**

**Feb. 2022 - Dec. 2023**

**Position: Sales Executive**

### **Roles and Responsibilities:**

- ☐ Daily stock take.
- ☐ Develop and implement sales strategies.
- ☐ Update clients on new product.
- ☐ Represent the company at trade event.

## **NATIONAL YOUTH SERVICE CORPS**

**Jan. 2021 - Dec. 2021**

**Office of the Dean faculty of Education. Delta, State,**

**Position: Clerical Officer**

### **Roles and Responsibilities:**

- ☐ Conversion of Students bank teller into faculty receipt.
- ☐ Recording and dispatching of mails.
- ☐ Moderating at the monthly Faculty board meeting.

## **BETH-VETH CONSTRUCTION NIG LTD, PORT HARCOURT**

**Jul. 2018 - Dec. 2019**

**Position: Site Manager/ Procurement Officer.**

### **Roles and Responsibilities:**

- ☐ Support procurement activities including sourcing of goods, vendor coordination, and general supply services.
- ☐ Prepared day to day work schedule, while managing 50 on site workers
- ☐ Recruitment of Ad-hoc staff when need arises.
- ☐ Payment of wages after daily work.
- ☐ Developed a harmonious work environment.

## **TOMPAMO GUEST HOUSE, PORT HARCOURT.**

**Mar. 2012 - Aug. 2017**

**Position: Procurement Specialist/ Team lead.**

### **Roles and Responsibilities:**

- ☐ Assigned to Oversee the activities of room service staff
- ☐ Involve in strategic conceptualization as well as tactical implementation
- ☐ Ensure projects are completed as scheduled, within specified time and attain marketing objectives
- ☐ Resolve complex customer issues and needs

## **EDUCATIONAL DETAILS**

**2013-2017: - Abia State University, Uturu, Abia State.**

**B. Sc (Ed) in Political Science (Government), Second Class Honour**

**2026-2026: - UniAthena/Cambridge International Qualifications (CIQ), UK.**

**Diploma In Supply Chain Management**

**2007-2013: - Community Secondary Umuogba, Rivers State.**

**Secondary School Leaving Certificate (S.S.C.E.)**

**2001-2006: - Otampa Central School, Isuikwuato, Abia State.**

**First School Leaving Certificate (F.S.L.C.)**

**TRAINING ATTENDED:**

**2024 NLNG Industrial Relation Workshop Program.**

**2025 Diploma in Cinematography and video Editing - Kennysoft film academy P/H.**

**2026 Basics of Procurement Management - Optimizing Acquisition – UniAthena /Cambridge International Qualifications (CIQ), UK.**

**2026 Procurement And Contract Management Masterclass Training And Certification— International Association of Project Managers & Movalue School of Professional Development**

**2026 Procurement and supply chain management certificate — Filipino institute.**

**2026 Designing Supply Chains for a Volatile World Training and certification— Organized by UniAthena/Cambridge UK on 22-January-2026**

**RESEARCHED WORK:**

**2017: ASUU strikes and academic performance of students; A Case Study of Abia State University, Uturu.**

**AWARD**

**2021: National Youth Service Corps, Ethiope East Local Government, Delta State. (Coordinator, Community Development Service (CDS Champion 2021).**

**2017:** Education Students Association. Abia State University Uturu  
(Most-influential student).

**REFEREE:** Available on request