

CURRICULUM VITAE

- i. **Full Name with Surname Underlined:** EBOHA, Chioma Veronica
- ii. **Title:** Mrs.
- iii. **Sex:** Female
- iv. **Date of Birth:** April 8, 1980
- v. **Place of Birth:** Lagos Mainland, Lagos State
- vi. **State & Local Government of Origin:** Anambra State/ Ukor, Nnewi South L.G.A
- vii. **Nationality:** Nigerian
- viii. **Permanent Home Address:** Udobi Unachukwu's Compound, Umuike Village, Umuohama, Ukor, Nnewi South L.G.A., Anambra State
- ix. **Current Postal/Contact Address:** 57, Ebipeju Estate, Magoki, Magboro, Ogun State
- x. **E-mail Address/GSM:** ebohachi@gmail.com /08060272654
- xi. **Marital Status:** Married
- xii. **Next of Kin:** Mr. Chukwuka Peter Eboha
- xiii. **Next of Kin Address, E-mail & Phone No.:** 57, Ebipeju Estate, Makogi, Magboro, Ogun State/ chukseboha@gamil.com / 08109865535
- xiv. **Present Employment Status:** Personal Secretary II
- xv. **Institutions Attended with Dates:**

Adekunle Ajasin University Akungba-Akoko, Ondo State: Ongoing presently (2018 – till date)

Wesley University of Science and Technology, Ondo, Ondo State: **2012 – 2015**

The Federal Polytechnic Ado-Ekiti, Ekiti State: **2001 – 2008**

Community Secondary School, Isu-Awaa, Awgu **1999 – 2000**

L.G.A., Enugu State:

Community Girls' Secondary School, Umungasi, **1991 – 1996**

Aba, Abia State:

Asa Road Primary School 1, Aba, Abia State: **1985 – 1990**

xvi. **Academic Qualifications Obtained with Dates:**

M.Sc. Business Administration:	2018 – Till Date
B.Sc. in Business Administration (Second Class Upper Division G.P.- 4.18):	2015
Higher National Diploma (HND) in Secretarial Administration (Lower Credit, G.P.- 2.93):	2008
National Diploma (ND) in Secretarial Administration:	2003
Senior Secondary School Certificate:	2000
Senior Secondary School Certificate:	1996
First School Leaving Certificate :	1990

xviii. **Professional Qualifications Obtained with Dates:**

Member of the Nigerian Institute of Managements (NIM) (Chartered): **August 28, 2019**
NIM Membership Number: 250527

xix. **List of Publications Where Applicable:**

Project/Thesis

- a. Eboha, C.V. (**On going**): Cultural Intelligence and Performance of Small and Medium-Scale Enterprises in Ondo Metropolis. Master of Science in Business Administration Thesis being undertaken in the Department of Business Administration, Faculty of Administration and Management Sciences, Adekunle Ajasin University, Akungba-Akoko, Ondo State.
- b. Unachukwu, C.V. (2015): The Impact of Work Motivation on Employees' Performance: (A Case Study of Nigerian Bottling Company, Sango, Ibadan, Oyo State). Unpublished Bachelor of Science (B.Sc.) degree project submitted to Department of Business Administration Department, College of Social and Management Sciences, Wesley University of Science and Technology, Ondo, Ondo State.
- c. Unachukwu, C.V. (2008): Information and Communication Technology. The Place of Secretary. Unpublished Higher National Diploma (HND) in Secretarial Studies project submitted to Department of Secretarial Studies, School of Business, Federal Polytechnic, Ado-Ekiti, Ekiti State.

Publication

Benjamin, Femi Seun, Adare, Amamhe Christerbel, Adeola, Olabowale Adewumi & **Eboha, Chioma Veronica**. Market Segmentation and Productivity of Dulfil Products in Nigeria. Adekunle Ajasin University, Akungba-Akoko, Ondo State, Nigeria. *International Journal of Management Studies and Social Science Research*.

xx. **Work Experience**

a. **Employment within University System:**

Employer: Mountain Top University, Km 12, Lagos-Ibadan Expressway, Prayer City

Period: January 11, 2022 – Till Date

POSITIONS HELD IN MOUNTAIN TOP UNIVERSITY ARE:

a. **PERSONAL SECRETARY TO THE DEAN, SCHOOL OF POSTGRADUATE STUDIES**

DUTIES PERFORMED:

- Responsible to the Dean, School of Postgraduate Studies for the day-to-day administration of the School.
- Management of the Dean's schedule (such as management of his appointments; receiving and welcoming his visitors; make telephone calls, verifying and screening visitors to ensure their importance and possibility of seeing the Dean when the time arises.
- Management of documents (Such as in-coming and out-going mails, filing of documents, ensure follow-up on documents submitted for signature or approval).
- Administrative Management (Such as Organization of meetings, Taking down Minutes of Meetings (Such as Board of SPGS, HoDs/Coordinators of Departments with the Dean, SPGS, etc.); receive, draft, type and make follow-up on administrative letters).
- Computer skills (like Micro-Soft Office packages)
- Perform any other duty assigned by my boss

Employer: Wesley University Ondo, P.M.B. 507, Ondo State

PERIOD: June 1, 2011 – January 4, 2022

POSITIONS HELD IN WESLEY UNIVERSITY ONDO INCLUDE:

CONFIDENTIAL SECRETARY TO THE SIWES COORDINATOR.

DUTIES PERFORMED:

- Prompt processing of SIWES Memoranda and reports for the University and ITF.
- Attending to students who are on SIWES or about to be mobilized for SIWES.
- Actively involved in the planning and organization of SIWES Workshop.
- Actively involved in the Planning and Organization of weekly SIWES Seminar Presentation when students are back from SIWES.
- Liaising with the store keeper to get administrative materials for SIWES Unit.
- Opening of files for all students to be mobilized for SIWES and retrieve completed forms from Students.
- Receiving and dispatching of SIWES documents.
- Maintain and update list of suppliers and their qualifications, delivery times and potential for future development in SIWES Unit.
- Maintain records of purchases, pricing and other important data in the Unit.

ACTING CONFIDENTIAL SECRETARY TO THE VICE-CHANCELLOR.

DUTIES PERFORMED:

- Receiving and dispatching of documents in the Vice-Chancellor's Office.
- Filing of documents in Vice-Chancellor's office.
- Photocopying of documents for the staff and students.
- Arranging and preparation of meetings such as Governing Council, Senate, Board of Trustees.
- Scanning of documents.
- Assists to develop plans for purchasing equipment, services and supplies in VC's Office.
- Keep Records of all Contracts files.
- Coordinate Correspondence with Bidders.

CONFIDENTIAL SECRETARY TO THE DEPUTY VICE-CHANCELLOR.

DUTIES PERFORMED:

- Providing Secretarial Assistance and Services to Deputy Vice-Chancellor.
- Processing of Memoranda as directed by the DVC.
- Receive all Correspondences in the Office of the DVC.
- Maintain good relationships with vendors or suppliers for the Office of the DVC.
- Prepare Procurement Committee Meetings in DVC's Office.
- Draft various memos in DVC's Office.
- Writing of notices of Procurement meetings in DVC's Office.
- Writing of reports or minutes of proceedings of Procurement meetings in the Office of the DVC.
- Follow on the signature of the reports or minutes.
- Transmission of the minutes or reports of the meetings to the approving authority
- Scanning and Archiving of all documentations

CONFIDENTIAL SECRETARY TO THE SENIOR ASSISTANT.

DUTIES PERFORMED:

- Processing of Students' Results.
- Processing of Students' Transcripts.

CONFIDENTIAL SECRETARY TO THE REGISTRAR.

DUTIES PERFORMED:

- Providing various secretarial duties and duties to the Registrar including typing of official letters, memoranda and related documents.
- Drafting of letters and replies for the Registrar.
- Keeping the Registrar's appointments diary.
- Receiving and screening visitors for the Registrar as well as attending to staff and students' enquiries on matters relating to official interest.
- Distribution and dispatching of Registrar's mails.
- Arranging for general cleanliness and orderliness of the office.
- Maintaining and Retiring the Registrar's Imprest records after use.
- Contact with Newspapers.
- Vet Invoices received from publications.
- Manage the Tender Boxes.

- Internet Surfing and any other duties that might be assigned by the Registrar.

PERSONAL SECRETARY TO THE DEAN, COLLEGE OF SOCIAL AND MANAGEMENT SCIENCES

DUTIES PERFORMED:

- Responsible to the Dean of College of Social and Management Sciences for the day to day administration of the College.
- Ensuring the proper presentation of records and documents for the Dean in accordance to the laid down procedures.
- General typing duty.
- Giving out Course Registration Forms to the students and collecting the forms after signing and filing them appropriately for proper documentation.
- Assisting in typing and photocopying the students' examination question papers.
- Maintaining both the hard copy and electronic filing system.
- Keeping the staff and students records on file.
- Ensuring that the office is well supplied with stationery to avoid delay of office work.
- Sending Notices of Meetings and Agenda to the Staff Members in the College.
- Taking down minutes of meeting when the need arises.
- Writing of internal Memos/Circulars/Letters on procurement activities.

PERSONAL SECRETARY TO THE DEAN, COLLEGE OF NATURAL AND APPLIED SCIENCES (Currently).

DUTIES PERFORMED:

- Responsible to the Dean of College of Natural and Applied Sciences for the day to day administration of the College.
- Management of the Dean's schedule (such as management of her diary and schedule, organization and management of her appointments; receiving and welcoming her visitors; make telephone calls; verifying and screening visitors to ensure their importance and possibility of seeing the Dean when the time arises).
- Management of mails for Dean (such as creation of recording system of in-coming and out-going mails; ensure e-archiving and e-filing of documents for easy retrieval when the need arises).
- Management of documents (such as in-coming and out-going mails, filing of letters; ensure follow-up on documents submitted for signature or approval).
- Administrative Management (such as organization of meetings; receive, draft, type and make follow-up on administrative letters; book meeting rooms; request and provide supplies to the office).
- Computer skills (like Micro Soft Office packages and demonstrate ability in word processing in English), Perform any other duty assigned by my boss.

b. Previous Work Experience Outside University System:

- Smart Poly Products Limited, 48/54, Shola Martins Street, New Oko-Oba Agege, Lagos State.

PERIOD: July 2010 – February 2011

POSITION HELD: Customer Relations Officer

DUTIES PERFORMED:

- Timely supplying of goods to customers.
 - To do follow up for payment from Credit customers.
 - To collect tellers from customers after payment.
 - To get Orders from customers.
 - Monitoring and maintaining customers' accounts.
 - To render after sales services to customers where need be in order to facilitate products acceptability and improvement.
 - Making sure the reception office is properly maintained and customers/visitors are properly taking care of.
 - To do other things as instructed by other departmental heads while the Reporting line is maintained.
 - Taking down minutes of the meeting.
 - General typing duties.
 - Receiving of in-coming mails and dispatching of out-going mails.
 - Managing phone calls, etc.
- BOC Gases Nigeria plc, Apapa-Oshodi Expressway, Lagos State.

PERIOD: November 2009 – January 2010 (3 Mths. Temporary Appoint.)

POSITION HELD: Secretary/Receptionist

- Fidelity Travels and Tours, Ikeja, Lagos State

PERIOD: October 2, 2008 – October 2, 2009

POSITION HELD: Administrative Officer

DUTIES PERFORMED:

Carrying out all the administrative duties such as:

- Issuing receipts to customers, Preparation of daily, monthly and yearly financial reports of the Organization.
 - Taking down minutes of the meetings.
 - Bank Liaison (deposits and withdrawals).
 - Book-keeping and Accounting, etc.
- Guinness Nigeria Plc, Ogba, Lagos State.

PERIOD: 2003 -2004

POSITION HELD: Secretary to the Human Resource Services Manager (1-year Industrial Training)

DUTIES PERFORMED:

- General typing duties.
 - Preparation of Leave schedules.
 - Participating in staff Appraisals.
 - Processing of local purchase order (LPO).
 - Monitoring attendance and staff meals.
 - Coordinating visitors' reception.
 - Filing of some documents.
 - Photocopying of documents for the staff.
 - Managing phone calls.
 - Receiving of in-coming mails and dispatching of out-going mails.
 - Preparation of weekly/ monthly/ yearly reports, etc.
- Berger Paints Nigeria Plc., Oba Akran Avenue, Ikeja.

PERIOD: 2002 – 2003

POSITION HELD: Secretary to the Technical Director (4 months Industrial Training)

DUTIES PERFORMED:

- Receiving visitors.
- Managing phone calls.
- Filing of documents.
- General typing duties and other administrative duties assigned.

xxi. **Extra-Curricular Activities:**

- Member, Admissions Committee Wesley University Ondo: 2011 - 2021
- Secretary, Women's Group Wesley University Ondo: 2015 – 2016

xxii. **Major Conferences and Workshop Attended**

- i. Adesanya Oluwaseun Ademuyiwa & **Eboha Chioma Veronica** (2020): Trust and Customers' Retention: Empirical Evidence from Nigerian Deposit Money Banks in Osun State. A paper presented at the 1st International Conference of College of Social and Management Sciences, Theme: Contemporary Issues in Social and Management Sciences towards Attaining a Sustainable Development held in McPherson University, Seriki Sotayo, Nigeria between January 21 – 23, 2020.
- iii. Eboha, Chioma Veronica (2019). 2nd Nigerian Studies in Economics and Management Sciences (NSiEMS) Conference held on 25th – 27th November, 2019 at Adekunle University Akungba-Akoko, Ondo State (Participated).
- iv. Continuing Learning and Development Programme on Achieving Personal Financial Stability and Creating Wealth, held on 10th October, 2019 (Participated).
- v. 4th Annual Branch Conference, Theme: Management and Matrix, held at Conference Hall of GMT Hotel, Osogbo, held on 14th May, 2015 (Attended).

- vi. One day training for Registry Staff and Secretaries on MTU's Digital Skills Training and Workshop for improved performance held on 19th May, 2023 at the University ICT Centre
 - vii. Registry Monthly Seminar Series on University Culture and Academic Ceremonies on 29th November 2022 at CHMS Conference
- xxiii. **Names and Addresses of Three (3) Referees:**

Dr. Mrs. A.N. Abasilim,
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Signature

18th January, 2024

Date