

Curriculum Vitae

EMMANUELA IKE UCHECHI

Ijegun, Lagos, Nigeria

Email: onyeuchechechi@gmail.com | Phone: 08139187062

PROFESSIONAL SUMMARY

Detail-oriented and highly organized professional with extensive experience in procurement and teaching. Skilled in vendor management, sourcing strategies, cost control, and classroom instruction. Proven ability to manage supply chain operations and deliver effective educational content. Committed to excellence, integrity, and continuous improvement.

WORK EXPERIENCE

Procurement Officer

Pixel Plate Nigeria - Lagos

2023 - 2025

- Managed procurement processes including sourcing, negotiating, and purchasing of goods and services.
- Maintained and built relationships with suppliers to ensure cost-effectiveness and quality supply.
- Prepared and reviewed purchase orders, contracts, and reports.
- Ensured timely delivery of materials and monitored inventory levels to prevent shortages.
- Conducted market research to identify potential vendors and alternative sources.
- Monitored and enforced compliance with procurement policies and procedures.
- Coordinated with internal departments to determine procurement needs.
- Reduced procurement costs through strategic sourcing and negotiation.
- Managed vendor performance and resolved delivery or quality issues.

Curriculum Vitae

Teacher

Deveseel College & Hopeful School - Lagos

2010 - 2013

- Developed lesson plans and delivered engaging classroom instruction.
- Assessed student progress and provided individualized support.
- Maintained classroom discipline and fostered a positive learning environment.
- Prepared students for examinations and contributed to school curriculum development.
- Collaborated with fellow educators and parents to support student growth.

EDUCATION

NCE - 2012

SKILLS

- Procurement & Supply Chain Management
- Vendor & Supplier Management
- Strategic Sourcing
- Contract Negotiation
- Inventory Control
- Teaching & Classroom Management
- Communication & Interpersonal Skills
- Microsoft Office Suite
- Time Management
- Reporting & Documentation

REFERENCES

Available upon request.