

SAMUEL C CHIMAH

TORONTO, Canada M9M2E8
437-212-3457
SAMUELCHIMAH4@GMAIL.COM
WWW: Bold Profile

Skills

- IT Administration
- Office Administration
- Administrative Assistance
- Search Engine Optimization
- Sales & Account Management
- Business Strategy & Development
- Team Leadership Skills
- Adaptability Skills
- Emotional Intelligence
- Coding and No code skill (HTML; CSS; JavaScript; Python; SQL; React; JSON; PHP; Wix; Wordpress; Webflow)
- Team Management
- Flexibility
- Analytics
- Collaboration
- MS Office suite (MS EXCEL, MS Word, MS PowerPoint, MS Outlook)

Results-oriented Psychology Graduate with a strong background in technology and 3 years of experience as a Junior Frontend Developer. Effective communication skills, both oral and written. Seeking a position within an organization to utilize skills to enhance facilities and staff, contributing to organizational objectives and managerial goals. Self-motivated, ethical, and goal-oriented. Passionate about achieving excellence and making a positive impact through innovative changes that drive success in short and long-term goals alongside a collaborative team.

Accomplishments

- Supported the launch of a Bancassurance and Marine Portal on Access More and Coronation Website.
- Projected outlook for African Expansion of Life Assurance Business (Penetration Strategies).

Work History

Volunteer IT Expert

Christ Chosen Church of God November 2024 - Current
Mississauga, Mississauga, ON

- I manage the church's IT operations, covering web administration, email support, and real-time troubleshooting for technical problems
- Uploads sermons, announcements, and event updates to the website regularly, keeping the church's digital presence up-to-date.
- Developed and maintained courteous and effective working relationships.
- Coordinates and maintains the church's digital tools and platforms, ensuring all systems (website, email, livestreams, etc.) are integrated and functional.
- Edits recorded footage by trimming, enhancing audio, and adding visuals or text overlays to produce polished final videos.
- Handles live and recorded video camera operations during services and events, ensuring professional framing, focus, and transitions.

IT ADMINISTRATOR

CELAD MULTISERVICES April 2024 - October 2024
LIMITED, Lagos, Nigeria

- Maintaining the company's main website and emails on the hosting platform
- Overseeing the performance of the company's network, including servers, routers and switches
- Troubleshooting and resolving network issues to ensure efficiency at work place
- Creating and managing over 17 user accounts, permissions and access rights.
- Ensured all company systems, hardware, and software are up-to-date and operating efficiently.
- Scheduled regular monthly updates and maintenance to prevent system failures or vulnerabilities.
- Providing technical support to all staff for software related issues.
- Stable networks, timely technical support, efficient software and hardware operations, strategic IT innovations, well-managed vendor contracts, and up-to-date IT policies and compliance reports.

SALES REPRESENTATIVE

*CNM ESSENTIALS & UTILITIES,
Lagos, Nigeria*

October 2023 - April 2024

- Company Overview: CONTRACT, NIGERIA
- Managing the creation of original, high-quality content for clients.
- Generate leads through market research, referrals, and other methods to expand our client base as well as keep record of customer interactions.
- Engaging with customers to understand their needs, answer questions, and offer guidance on suitable products.
- Made sure all the contents were up-to-date as well as the inventory software was on point.
- Strategize on how to further achieve and surpass client expectations to ensure client satisfaction, retention, and referral.
- Managing the Company's Sales Software and keeping stocks up-to-date.
- Monitor product inventory levels and communicate restocking needs to management.
- Maintaining a robust pipeline of over 100 clients, meeting or exceeding sales targets, providing regular sales reports, building strong customer relationships, identifying new business opportunities.

PERSONAL ASSISTANT TO THE MANAGING DIRECTOR/CEO

*CORONATION LIFE ASSURANCE,
Lagos, Nigeria*

March 2023 - September 2023

- Prepared materials for meetings, ensuring that the MD is well-informed and has the necessary documents and information for effective decision-making.
- Managed important documents, reports and records.
- Provided adequate information and support to the MD on coordination and management of projects and also went ahead with follow-ups.
- Worked alongside the business strategist of the company at the time on initiatives for the improvement of the company's Applications and soft wares.
- Served as a primary point of contact between the MD and other internal and external stakeholders.
- Tracked key performance metrics and prepare reports to help the MD assess the company's performance and identify areas for improvement.
- Supported the launch of a Bancassurance and Marine Portal on Access More and Coronation Website.
- Projected outlook for African Expansion of Life Assurance Business (Penetration Strategies).

Education

Madonna University at Okija, Nigeria

Bachelor of Sciences(B.Sc.) in Psychology December 2020