



## Osita NDUKA

### Project Manager | Scrum Master

Diligent and motivated Agile  
Project Manager | Business  
Analyst

✉ ositanduka@ymail.com

🏡 4 Edward Street



<https://ositanduka.github.io/react-portfolio/>

🏳️ British, UK

💻 Open to remote work

📞 07961027111

### LANGUAGES

English

### INTERESTS

Swimming, Jogging, Meditation,  
Reading

### SOCIAL NETWORKS

LinkedIn: [@https://www.linkedin.com/in/osita-nduka-18820b14/](https://www.linkedin.com/in/osita-nduka-18820b14/)

Github: [@https://github.com/OsitaNduka](https://github.com/OsitaNduka)

## WORK EXPERIENCE

### Electoral Registration Officer, Canvasser, Polling Clerk

London Borough of Newham - London, United Kingdom - From May 2011 to December 2022  
Successfully managed the distribution of electoral registration forms to households, ensuring timely delivery and adherence to set deadlines.

Demonstrated strong organizational skills in coordinating with households that had not returned registration forms, providing assistance to complete the necessary documentation. Exhibited resourcefulness in setting up polling stations for elections, ensuring all necessary resources and voting instructions were available.

Addressed voting and election inquiries with a proactive problem-solving approach, offering appropriate assistance and guidance.

Assisted individuals from diverse backgrounds, including those with limited English proficiency, demonstrating excellent communication skills.

### Delivery Officer

Royal Mail Group - London - From September 2012 to August 2014

Demonstrated exceptional logistical skills as a delivery officer and driver, ensuring timely and efficient delivery of goods, packages, and services for Royal Mail.

Successfully managed routes, optimized delivery schedules, and implemented efficient tracking systems, contributing to overall operational effectiveness.

Proactively addressed challenges during deliveries, showcasing problem-solving skills and adaptability in handling unexpected situations.

Successfully navigated varying delivery conditions, adapting to changes in routes, traffic, and weather conditions.

### Company Director

Osita Oyiliagu Farms Ltd - Nigeria - February 2020

Established and maintained high standards in poultry and piggery breeding, ensuring the production of quality livestock and poultry.

Implemented streamlined manufacturing processes for poultry and fish feeds, optimizing production efficiency and quality control.

Successfully managed and motivated a team, fostering a positive work environment and achieving operational excellence.

### Director

Locked-On Energy Systems Ltd - Nigeria - From January 1995 to July 2010

Founded and operated a successful renewable energy solutions business, focusing on solar and renewable energy systems.

Managed import processes for solar energy products and office equipment, expanding business operations globally.

Catered to a diverse client base, including SMEs, across multiple countries.

Oversaw installation, maintenance, and related product services, ensuring high client satisfaction.

Managed a team of eight staff, handling recruitment, training, and ongoing management responsibilities.

## TRAINING

### Agile Project Manager

OpenClassrooms - Online - Since October 2023

Actively engaged in ongoing education by pursuing studies in Agile Project Management with Openclassrooms, demonstrating a commitment to professional development.

Acquired knowledge in Agile values, principles, and manifesto, showcasing an eagerness to enhance project management skills.

Acquired problem-solving skills through hands-on Agile projects, Scrum Board, Product Backlog and Sprint overview demonstrating the ability to overcome challenges and make informed decisions. <https://trello.com/b/9ZUkZ5b8/purple-squirrel-software-ositas-scrum-board>

Applied critical thinking to troubleshoot issues and optimize project workflows.

Developed strong communication skills, essential for collaborating with cross-functional teams, stakeholders, and clients.

Able to articulate technical concepts to non-technical audiences, fostering clear communication and understanding.

## TRAINING

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### Front-End Web Development

Trilogy - Online - From December 2022 to March 2023

Successfully completed Front-End Web Development, acquiring proficiency in HTML, CSS, JavaScript ES6, React, and Node.js.

Demonstrated the ability to create responsive and visually appealing web applications, showcasing technical expertise and creativity. <https://ositanduka.github.io/Bootstrap-Portfolio/>

## EDUCATION

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### Master of Laws (LLM): International Law and Financial Markets

University of East London - London, England, United Kingdom

- From September 2016 to July 2017

### Bachelor of Science (BSc) Law with Management

University of Plymouth - Plymouth, England, United Kingdom

- From September 2013 to July 2016

## SKILLS

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### Project Management: Agile Methodologies, Scrum Events, Trello, Whimsical, Jira, Miro

Communication, leadership, time management, risk management, budgeting, problem-solving, negotiation, conflict resolution, quality management, stakeholder management, technical competence, and customer focus.

### Front-End: HTML, CSS, JavaScript, React, Data Analysis: Python, SQL, R, Excel, Matplotlib

Acquired problem-solving skills through hands-on Front-End Web development projects, demonstrating the ability to overcome challenges and make informed decisions.

## ASSETS

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Diligent and motivated Agile Project Manager | Data Analyst with a background in Law and Management. A graduate in Front-End Web Development, complemented by ongoing studies in Agile Project Management

Successfully managed and motivated a team, fostering a positive work environment and achieving operational excellence.

Managed financial aspects, including budgeting, financial analysis, and resource allocation, resulting in sustained profitability.

Demonstrated sound decision-making skills in product selection, inventory management, and adapting to dynamic market conditions.

## COMPUTER SKILLS

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Javascript, Java, Python, C#, C, C++, TypeScript, Agile Development, Version control, Git, GitHub, a

Agile Methodologies, Atlassian Jira, Trello, Notion, Excel, Whimsical