

PASCAL KELECHI ONYENWE

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PROFESSIONAL SUMMARY

Results-driven IT and Operations Professional with over 10 years of cross-functional experience in IT management, procurement, sales & marketing, and property management. Proven record of driving revenue growth, optimizing operations, strengthening vendor performance, and improving infrastructure systems.

CORE COMPETENCIES

IT Infrastructure Management | Procurement & Vendor Negotiation | Quality Control | Sales Strategy | Property Management | Budgeting & Cost Optimization | Contract Administration | Risk & Compliance | Data Analysis & Reporting

PROFESSIONAL EXPERIENCE

Procurement & Quality Control Officer – Aemo Resources Limited (2025–Present)

- Negotiated supplier contracts to improve cost efficiency while maintaining quality standards.
- Conduct routine site inspections reducing rework and material waste.
- Implemented structured quality documentation improving compliance and reporting.
- Coordinated with engineers to resolve quality issues and improve delivery timelines.
- Conducted quality checks before product approval or distribution
- Reduced waste and rejected materials through strict monitoring
- Inspected incoming materials and goods to ensure compliance with standards
- Maintained strong relationships with vendors and stakeholder
- Identified defects and recommended corrective actions
- Ensured adherence to safety and regulatory standards

Key Achievement

- Led procurement and quality control operations, reducing costs while increasing material compliance to 98%.
- Improved supplier quality performance while achieving consistent cost savings.
- Established a procurement-quality monitoring system that reduced project delays by 20%
- Played key role in delivering projects on schedule by ensuring timely procurement and strict quality monitoring.
- Improved project efficiency by reducing waste, rework, and material losses across sites

Property Manager – Pazino Engineering & Construction Company (2018–2020)

- Managed residential and commercial properties ensuring compliance and maintenance standards.
- Improved tenant retention and operational efficiency.
- Oversaw vendors ensuring cost effectiveness
- Provided insights and recommendations to property owners for optimizing property value.
- Handled dispute and conflicts professionally and efficiently.
- Utilized property management software and tools for efficient operations.

Key Achievement

- Increased property occupancy rate from 72% to 98% within 12 months, boosting annual rental income
- Reduced rent arrears by 40% through improved tenants follow up and structured payment plan
- Managed a 60-unit property portfolio worth 750 million naira with 100% annual financial reporting compliance
- Negotiated services contracts that reduced operational cost by 25% annually
- Improved rent collection efficiency to 90% monthly and yearly recovery rate .
- Implemented preventive maintenance system, reducing emergency repairs by 30%
- Supervised renovation projects worth 25 million naira delivered on time and within budget.
- Improved facility response time from 5 days to 48 hours.
- Conducted quarterly property inspections leading to improved asset lifespan
- Increased property visibility through digital marketing strategies reducing vacancy periods by 50%
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IT Manager – Pazino Engineering & Construction Company (2014–2019)

- Led IT infrastructure upgrades improving system performance and security.
- Maintained zero major security breaches during tenure.
- Optimized IT budgets and negotiated vendor contracts.
- Improved cross-functional collaboration across departments.
- Manage IT staff by recruiting, training and coaching employees, communicating job Expectations and appraising their performance.

Key Achievement

Established cross functional collaboration between IT and other departments, fostering a culture of innovation and problem solving

Proactively identified and addressed potential security vulnerabilities, preventing any major security breaches during tenure.

Established and maintained strong relationship with vendors, negotiating contracts and ensuring timely delivery of service and products.

Implemented and upgraded IT Infrastructure, enhancing system performance, scalability and security.

Effectively managed IT budgets, optimizing resources and maintaining cost effectiveness in technology investments.

Sales & Marketing Manager – Pazino Engineering & Construction Company (2014–2019)

- Increased revenue by 20% through targeted marketing campaigns.
- Expanded digital presence and improved inbound client acquisition.
- Delivered data-driven sales reports to guide management decisions.
- Presenting sales and marketing reports to the management.
- Developing sales & marketing strategies to help meet revenue targets.
- Collaborate with other managers & key employees in sales & marketing department to achieve important goals.
- Identifying trends & determine system improvement to achieve sales operational goals.

Key Achievement

- Increased property sales revenue by 35–50% within 12 months through strategic digital marketing and aggressive client follow-up systems.
- Generated 300+ qualified leads monthly using Facebook Ads, WhatsApp marketing, and referral campaigns.
- Designed and executed marketing campaigns that improved brand visibility across Lagos and Nigeria real estate market.
- Worked with high-performing sales team that exceeded monthly sales targets by **20%** consistently.
- Closed bulk property deals with corporate and high-net-worth clients, contributing to major revenue growth.
- Introduced CRM tracking system that improved client response time and increased conversion rate by 25%.
- Negotiated and secured strategic partnerships with landowners and developers, expanding company property portfolio.
- Built and maintained strong investor relationships, leading to repeat purchases and referrals.
- Organized successful property inspections and open-house events, increasing closing rate per inspection.
- Expanded company presence into new high-growth locations (Abuja , Portharcourt Asaba , Owerri)).

Data Entry Officer – Stanbic IBTC Pensions (2011–2013)

- Maintained 99%+ data accuracy across high-volume records.
- Exceeded daily and weekly processing targets consistently.
- Verified, corrected, and reconciled data discrepancies to maintain database accuracy.
- Prepared and generated reports for supervisors and compliance departments.
- Scanned, filed, and maintained both electronic and physical client records.
- Assisted in resolving client data issues and supporting customer service inquiries.
- Ensured compliance with PENCOM regulatory data standards and internal policies.
- Conducted routine database audits to improve data quality and integrity.

Key Achievement

- Achieved 99% data accuracy rate, reducing data entry errors significantly.
- Processed over 250 pension records monthly with zero compliance violations.
- Reduced backlog of unprocessed RSA documentation with my team by 40% within 3 months.
- Improved data processing time by introducing structured verification procedures.
- Recognized by management for maintaining high confidentiality and efficiency standards.
- Supported successful internal and external compliance audits with accurate documentation.

EDUCATION

B.Sc. Computer Science – Lagos State University (2014)

CERTIFICATIONS

Project Management Training (2019) | CCNA Training (2017) | Poise Ethics & Professional Conduct (2018)