Udele DAN EMUHOHWO

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**Career Objective**

Efficient professional with 4+ years of experience and a proven knowledge of career pathing, electronic applicant screening, and employee engagement. Aiming to leverage my skills to successfully fill the Human Resource Officer role at your company.

**EXPERIENCE**

**Portplus Limited, Victoria Island, Lagos.**

**Human Resources and Admin Office, Jun 2020 - Apr 2021**

* Devised business process improvements that enhanced operational functions, established common clients' files, eliminated duplication and reduced monthly processing time by 20%.
* Reviewed pre-employment security documents for employees.
* Undertook miscellaneous administrative tasks to support Human Resources department.
* Negotiated contracts with vendors.
* Enabled Facility Manager with daily, weekly and quarterly reports.
* Approached team member questions and concerns in caring, confidential and helpful manner.
* Remodeled accurate information in electronic and paper employee records.
* Undertook ordering of supplies worth 10million and sending documents off-site.
* Remodeled human resource information system records for 50 employees and compiled reports from database.
* Interacted with Team Members and managers in resolving employee relations issues.

**Portplus Limited, Victoria Island, Lagos.**

**Admin Officer, (NYSC) Jun 2019 - May 2020**

* Procurement of Office Stationaries needed to ensure smooth dissemination of daily work.
* Undertook miscellaneous administrative tasks to support Human Resources Department.
* Negotiated contracts with vendors.
* Enabled Facility Manager with daily, weekly and quarterly reports on Admin Expenses.
* Carried out checks on Office Assets and properly documented them also drawer the attention of management as regards assets that needed to be changed.
* Remodeled accurate information in electronic and paper Administrative records.
* Undertook ordering of supplies worth 10million and sending documents off-site.
* Ensured offline vehicles and power plants were regularly serviced at due dates.
* Facilitate renewal of Vehicular papers, LCC tollgates, Rental fee, Regulatory fillings and more.
* Enabled team members with projects, presentations and departmental goals.
* Performed detailed analysis of problems and all possible solutions.
* Monitored inventory and help reduced aged inventory throughout park.
* Advocated in training at safety meetings, tool box meetings and orientations.
* Spearhead staff with field inspections and investigations.

**Portplus Limited, Victoria Island, Lagos.**

**Admin Assistant, Jul 2018- Sep 2018**

* Assisted the Admin Officer in preparing of vouchers (Fuel Vouchers, Requisition forms and Invoices).
* Inspected vehicles and took record of faulty cars that needed servicing.
* Prepared Dispatched Invoices to vendors.
* Procured office stationaries needed for the day to day running of the office.

**Uplift Nigeria, Bauchi, Bauchi.**

**Logistics Officer, Jan 2015 - Feb 2016**

* Time Optimisation and Save cost for the company
* Ensured smooth conveying of participants at workshops (Facebook Developed Circle, Python, Django).

**Education**

**Federal Polytechnic Bauchi**

**Bauchi, Bauchi**

HND Computer Science (Apr 2019)

**Federal Polytechnic Bauchi**

**Bauchi, Bauchi**

ND Computer Science (Apr 2015)

**Lamart Int’l School Ubiaja**

SSCE (2012)

**Edo State**

**Zenith International School**

First School Certificate (2003)

**Gombe, Gombe State.**

**Additional Skills**

* Microsoft office 365
* High Attention to Detail
* Communicate Effectively
* MS Office
* Maintenance
* License Verification
* Strong Organizational Skills

**Certifications**

* Human Capital Strategy
* Fundamental in Project Management
* Fundamental of Digital Marketing
* Google Ads App Certificate
* Occupational Healthy and Safety
* The COSHH Risk Assessor
* The COSHH Manager Certification

**ReferencEs**

References available upon request