**EKPE MARGARET EFFIONG**

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| Professional Summary |

Quality-driven administrative professional with customer relations abilities and a well-rounded background in Electronics and Computer Technology, Health Safety Environmental awareness, Project Management and refined knowledge in Microsoft word, Microsoft Excel, Microsoft PowerPoint, Data collection and uploading, which make me an ideal fit. Additionally, I am a proven expert in leadership and a consistent collaborator. My previous roles have strengthened my abilities in problem-solving, Strategizing, team work, and motivation, including a focused attention to detail and accuracy.

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| Skills |

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| * Database administration | * Time management | * Schedule maintenance |
| * Word processing | * Team Management | * Data collection |
| * Microsoft Word | * Satisfaction measurement | * Health Safety and Environmental |
| * Project Management professional | * Human Resource Management | * Pre-Employment Screening |
| * Benefits And Compensation | * Task Management | * Ability To Work Independently |
| * Case Management | * Organizational Development | * Recruitment |
| * Team Building | * Talent Management | * Candidate Sourcing |

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| Experience |

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| HUMAN RESOURCE SPECIALIST GEO-REYSTING PRODUCT LIMITED **|** PORT-HARCOURT**,** NIGERIA | December 2019 - Current |

* Participated in talent acquisition by identifying, interviewing, hiring of employees.
* Tracked finances, projects and schedules with diverse computer programs.
* Promoted productivity by handling all administrative tasks, including schedules and correspondence.
* Prepared daily, weekly and monthly activity reports from departments.
* Kept records of attendance of employee’ overtime, leave, off and performance appraisal.
* Followed up on employee’s welfare, training workshops and compensation.
* Maintaining physical and digital personnel records like employment contracts and PTO requests.
* Acquired new business with well-formulated and executed strategies based on business, market, and consumer expertise.
* Capitalized on cross-selling, upselling, and renewal opportunities by connecting frequently with established customers.
* Kept impeccable records of business development activities and plans with comprehensive tracking.
* Won contracts with solution-focused proposals, working closely on Tenders and teams to customize approaches.
* Contributed many successful ideas to improve company’s work.
* Delivered exceptional guest relations by welcoming visitors warmly and offering immediate assistance.

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| ASSISTANT PROJECT MANAGERCOT ENGINEERING LIMITED **|** PORT-HARCOURT**,** NIGERIA | April 2019 - December 2019 |

* Review drawings and specifications to become completely familiar with the project and identify long lead times and critical path items.
* Complete sub evaluations/comparisons of bids, scope review, and complete buyout as requested by PM
* Identified potential risks and corrective action plans, and escalated as appropriate.
* Utilized agile methodology to lead highly effective project teams and increase efficiency.
* Gathered customer requirements and relayed to internal teams.
* Met customer demands by tracking market changes and adapting strategies to match.
* Managed daily workloads by organizing effective schedules and delegating tasks.
* Controlled labor costs by streamlining workflow based on expected demands.
* Kept all paperwork current and compliant with internal standards and legal requirements.
* Directed daily store operations, including staff management, task delegation, merchandising, and customer service.
* Eliminated resource waste through effective monitoring and improved controls.

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| MONITORING AND EVALUATION  CENTRAL BANK OF NIGERIA (SEEDC) **|** UMUAHIA **,** NIGERIA | January 2019 - March 2019 |

• Monitor, Evaluate & Co-ordinate programs schedule   
• quality assurance strategies Provide oversight for program's planning, evaluation, knowledge management and monitoring.                       
• Identifies performance indicators,           
• Develops, trains program employees, maintains contact with program partners and ensures all program aspects comply with requirements  
Verified passenger tickets or boarding documentation.

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| INFORMATION TECHNOLOGYCENTRAL BANK OF NIGERIA (SEEDC) **|** UMUAHIA **,** NIGERIA | June 2018 - January 2019 |

* Updated office files daily and kept records organized.
* Identified and resolved code problems with effective validation and debugging procedures.
* Collation, analyzing and responses to feedback on the project via the online handles (Website, Facebook, Twitter, WhatsApp etc.)
* Consulted with management to ensure agreement on system principles.

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| MARKETINGCENTRAL BANK OF NIGERIA (SEEDC) **|** UMUAHIA **,** NIGERIA | December 2017 - June 2018 |

* Public Relations management
* Info sensitization
* Fund accessing
* Identified advertising needs with skilled analysis of current strategies and market gaps.

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| TELECOMMUINCATION MAINTAINCE ENGINEER (IT)CROSS-RIVER STATE BROADCASTING COROPERATION **|** CALABAR**,** NIGERIA | January 2014 - June 2014 |

* Optimized system performance with regular reviews of capacity and performance and swift corrections to identified problems.
* Met requirements outlined by managers and technicians by modifying systems to account for new requirements and fix problems such as technical equipment
* Maintaining daily log book of units and jobs carried out

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| POWER MANAGEMENTTOTAL FINA ELF **|** PORT-HARCOURT**,** NIGERIA | July 2014 - December 2014 |

* Listing the electrical jobs to be carried out and assisting the team getting material & manpower; arrange for persons for preparing panel board,
* installation & commissioning.
* Assist the team carrying out breakdown & preventive activities of plant machineries, factory electrical distribution network, lighting etc.
* Assist in design of the circuit as per the required logic.
* Preparing a list of spare parts required.
* Maintaining a daily log book of units and jobs carried out.
* Assisting the team carrying out oil filtration & other tests of transformer
* Insulation-resistance checking earthing of pits

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| Education |

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| MBA – HUMAN RESOURCE SPECIALIZATION (IN VIEW) | December 2021 |

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| NYSC  CENTRAL BANK OF NIGERIA (SEEDC) NYSC, UMUAHIA , NIGERIA | December 2017 |

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| UNIVERSITY OF CALABAR, BSc ELECTRONICS AND COMPUTER TECHNOLOGY  UNIVERSITY OF CALABAR, CALABAR, NIGERIA | March 2016 |

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| INTERNSHIP  CROSS-RIVER STATE BROADCASTING COROPERATION , CALABAR, NIGERIA | January 2014 |

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| INTERNSHIP  TOTAL FINA ELF, PORT-HARCOURT, NIGERIA | July 2014 |

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| Languages |

ENGLISH

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| PROFESSIONAL CERTIFICATIONS |

HEALTH SAFETY AND ENVIRONMENTAL

PROJECT MANAGEMENT PROFESSIONAL

HUMAN RESOURCE PROFESSIONAL

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| STRENGTHS |

Positive attitude to perform individually and succeed as a team.  
Excellent communication and interpersonal skills.  
Highly organized and quick-learner.  
Comprehensive problem solving abilities.  
Proven ability to multi-task and meet deadlines in a fast work environment.  
An Articulate and persuasive communicator able to interact with a variety of individuals.