**ADAGBA SAMUEL AWODI**

**FEDERAL LOW COST FIRST GATE P-LINE 280, NORTH BANK MAKURDI BENUE STATE**.

**PHONE:** **TEL: 07034517057, 08115212871**

**E-MAIL:** [adagbasamuelawodi@gmail.com](mailto:adagbasamuelawodi@gmail.com)

**PERSONAL INFORMATION**

* **Date of Birth:** 4th Aril, 1995
* **Sex:** male
* **Marital Status:** Single
* **Nationality:** Nigerian
* **State of Origin:** Benue

**OBJECTIVE**

* To serve diligently in line with international best practices, that would contribute to the growth and development of your organization and to comport myself in accordance with its mission, vision and values which your organization aims, to achieve.
* Highly innovative with excellent problem-solving skills
* Excellent written and verbal communications skills,
* Strong Interpersonal and relationship management skills
* Familiarity with global financial trends and developments
* Self-driven and results-oriented
* A positive attitude with a growth mind-set
* Proficient in the use of MS Excel, Power Point and Word
* Good team player
* Critical and analytic thinking

WORKING EXPERIENCE

**2019** **To Date:** Plateau State Nigeria Erosion & Watershed Management Project (**World Bank Assisted**)

**Position Held:** Project Support Staff

**Duties:**

* Ensure high efficiency in administrative activities and secretarial services
* Processing typing editing and formatting report and documents
* Assisting with photocopying and scanning of documents
* Monitor mail and respond if required.
* Answering phone call and respond to correspondence
* Assisting in making presentation using power point during Stakeholder meeting and Staff management meeting
* Setting up an online meetings using Webex and free conference App
* Assisting Project Accountant in preparing tax returns and ensuring that tax is paid.
* Assisting Project Accountant in preparing of payment voucher
* Preparation of monthly progress report for ongoing civil works
* Writing of internal Memorandum
* Evaluation of contractor for engagement of civil works
* General Administrative Work
* Preparation of Bill of Engineering Measurement and Evaluation for spot fence at Langtang L.G.A woodlot site for seedlings in plateau state
* Preparation of Bill of Engineering Measurement and Evaluation for construction of Bendidie-Begiatte Bassang West cocoa farm roda, Obanlikwu L.G.A in Cross River State.
* Preparation of Bill of Engineering Measurement and Evaluation for construction of quality control room in the warehouse at Jos South L.G.A of Plateau State
* Preparation of Bill of Engineering Measurement and Evaluation for construction of perimeter fence at Munchogopyeng and Mangu gully erosion intervention site
* Preparation of Bill of Engineering Measurement and Evaluation (BEME) for Perimeter fencing in six project sites in Plateau State namely, Mangu Gully Erosion Intervention Site in Mangu L.G.A, Munchogopyeng Gully Erosion Intervention Site in Jos-South L.G.A, Langtang Dam woodlot Site in Langtang L.G.A, and Shendam Woodlot Site in L.G.A etc.
* Preparation of Bill of Engineering Measurement and Evaluation for THE Provision of 1no. Solar Powered Borehole Including Overhead Tank At 12m High, 4nos Of 3,000 Liters of Plastic Tanks Each And Watering Pipes On A 25 Hectares Of Land For Watering Of Tree Seedlings in Four L.G.As of Plateau State, Namely Bassa, Mikang, Jos East and Pankshin L.G.As.
* Supervision of civil project sites

**2015-2016:** HAJAIG CONSTRUCTION (NIG.) LTD.

(One Year IT)

**Position:** Civil Engineer

**Duties:**

* Supervision of the construction and rehabilitation of Road from first gate to second gate along Benue state University and U-turn in front of Benue University Teaching Hospital Makurdi.
* Preparing of Bill of Quantities, setting out of Building Foundation Structural
* And other administrative works

**2013**: Ministry of Housing & Urban Development Makurdi Benue State

**Position:** Assistant site supervisor

**Duties:**

* Setting out of Building Foundation Structural Design
* Supervision during Excavation of trenches for Foundation Level
* General Site inspection and supervision

**2016-2017:** Asia Micro Finance Bank Branch Makurdi Benue State

**Position:** Support Staff

**Duties:**

* Assisting the Branch manager in his daily work
* Assisting Loan officers in computing their daily transaction
* Recording of daily transaction on report card for the client and balancing of cash book
* Addressing client complain and offering necessary advice when required

**EDUCATION**

**2013-2015:** Benue State Polytechnic ugbokolo

ND civil Engineering

**2016:** Command Day Secondary School Makurdi

Senior Secondary School Certificate

**2000-2006:** L.G.E.A Primary School Iwili-Adoka

First School Leaving Certificate

**CERTIFICATES**

2015 National Diploma (ND Civil Engineering)

2016 Senior Secondary School Certificate

2006 First School leaving Certificate

2016 Diploma in Data processing & desktop publishing (Diploma in

Computer)

**2021** Human Resources-Behavior and Diversity in the Workplace

**SKILLS**

* Proficient use of Prota Structural software
* Proficient use of Microsoft office packages
* Critical and analytic thinking
* Proficient use of Revit Architecture
* Excellent research abilities and willingness to learn
* Excellent Knowledge of Internet services
* Excellent written and verbal communications skills
* A positive Attitude with a growth mind-set

**LANGUAGES**

* English
* Idoma
* Tiv

**HOBBIES**

* Reading
* Travelling
* Swimming

**REFEREES**

1. **Mr. Ephraim Nguper**

Nigeria College of Accountancy Jos Plateau State.

Phone: 08064955403

Email: nguperiyoosu@gmail.com

1. **Engr. Stephen Machack Ezekiel**

Director of Works and Services

Plateau State Polytechnic

Barkin Ladi Campus, Jos.

Project Engineer

Plateau State Nigeria Erosion and Watershed Management Project (PLSNEWMAP)

Phone 08064955403

Email: [stephenmabas@yahoo.com](mailto:stephenmabas@yahoo.com)

1. **Engr. Levi Dash Gofwen**

Project Coordinator, Plateau State Nigeria Erosion and Watershed Management Project, PLSNEWMAP (World Bank Assisted Project)

Phone: 08067761908

Email: [Levidash111@gmail.com](mailto:Levidash111@gmail.com)