

# EVELYN ENUWA OBEKPA

EMAIL [evelynobekpa488@gmail.com](mailto:evelynobekpa488@gmail.com)

PHONE +2348100202700

## PROFILE:

A young energetic and passionate individual with vast experience in humanitarian and administrative works. Adept at completing demanding projects within crucial timelines. I am seeking a role that allows me to provide high-quality work, and contribute my quota to the overall achievement of the organization's goals as I continue learning and perfecting my skills.

## ADDRESS:

NO: 90 Adikpo Street, Behind NUJ House, Ankpa ward, Wadata, Makurdi, Benue State.

## CERTIFICATES OBTAINED:

- 25<sup>nd</sup> May 2021: *Procurement Warehousing & Inventory Management, Humanitarian Leadership Academy*
- 25<sup>th</sup> May 2021: *Field Procurement*
- 25<sup>th</sup> June 2021: *Financial Management for Development Professionals (FMD Pro)*
- 16<sup>th</sup> April 2021: *Introduction to International Humanitarian Law (IHL): Humanitarian Leadership Academy*
- 19<sup>th</sup> August 2021: *Introduction to Human*

## Academics and Professional Qualification:

- Ahmadu Bello University, Zaria Kaduna State Diploma in Accounting.
- Project Management for Development Professionals (Project Dpro) Foundation Examination: APMG

## WORK EXPERIENCE:

SOSAI Renewable Energies Company (July. 2021-Till Date)

Job title: Administrative Officer

### Responsibilities:

- Support planning, coordination and execution of Sosai's activities as well as supporting its growth and development.
- Direct and coordinate the establishment of budget, job costing and standardized pricing programs to meet profitability goals and to identify and make improvements where needed.
- Oversee the success of the organizations team by establishing direction and ensuring completion of individual tasks, also suggesting and facilitating professional courses that will promote staff intellectuals and productivity.
- Manage the overall outlook and aesthetics of the office
- Ensuring that all official items and organizational assets are well maintained, tracked and updated in the asset register.
- Manage timesheets/expenses and overtime requests in a timely and accurate way.

Foundation for Justice, Development and Peace -FJDP (NGO) (Feb. 2019-June 2021)

Job title: Administrative Officer

### Responsibilities:

- Preparing regular administrative reports
- Administration of company databases
- Organize a filing system for important and confidential company documents
- Preparing Payment Vouchers and Internal Receipts
- Documentation of office Assets
- Update office policies as needed
- Arrange travels and accommodations
- Prepare and disseminate correspondence, memos, and forms

### *Resource Management in Humanitarian Contexts*

- 7<sup>th</sup> Feb 2019: *Prevention of Sexual Exploitation & Abuse, Humanitarian Leadership Academy*
- July 15<sup>th</sup>, 2019: *Psychological First Aid for Children, Humanitarian Leadership Academy*
- 6<sup>th</sup> Sep 2019: *M & E Fundamentals, Global Health Learning Centre*

### SKILLS:

- Judgment and Decision Making
- Planning and Organizational Skills
- Negotiation and Conflict Resolution
- Innovation and Creativity
- Analytical Thinking
- Stakeholder Management
- Resource Management
- Performance management
- Good Knowledge of QuickBooks, MS Word, Excel, Access, Outlook and PowerPoint, SAP Business 1.

- File and update contact information of employees, suppliers, and external partners
- Check frequently the levels of office supplies and place appropriate orders
- Handling staff payroll
- Involved in the recruitment process of the organization

Development and Peace Initiative/ Justice Development and Peace Commission (JDPC/DPI), Kaduna State. (April 26<sup>th</sup>-May 5<sup>th</sup>, 2021)

Job title: Research Assistant:

Responsibilities:

- Assisted in setting up meetings with the target audience for information gathering;
- Assisted in the development of reports, presentations, and data analysis;
- Developed and sustained contacts with all stakeholders involved in the research for easy implementation.
- Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures, and documentation standards
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary

*Women Environmental Programme (WEP) Abuja, Nigeria (September 2018 – Oct.2018)*

Job title: Research Assistant

Responsibilities:

- Developed data collection routes in different areas to facilitate collection;
- Submit on a timely basis, accurate production and corresponding reports such as expense reports and other prescribed company documents;
- Adhere to dress code as outlined in data collection at all times. Defined and implemented the logistic tools required to achieve the general objectives, in close collaboration with the Evaluation Director;
- Maintained records of all data on kobo collect for record-keeping and reporting basis;
- Scheduled paperwork and ensured compliance to timeframe.