STEPHEN SOPHIA ANIEDIONG I.

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# career objective

A highly organized and hard-working individual looking for a responsible position where I can utilize my skills to the maximum.

# Education

Lagos State Polytechnic, Ikorodu, Lagos  2020

 Higher National Diploma **(Computer Science)**

Delta State Polytechnic, Ozoro, Delta State

 **National Diploma (Computer Science**) 2013

Pacific Computer and Management College, Calabar, Cross River State 2008

**Diploma in Computer Information Technology**

Progressive Secondary Commercial School, Akwa – Ibom State 2006

 **WAEC/NECO**

Auntie Rima Nursery/ Primary School, Calabar 2000

 First School Leaving Certificate

# WORK EXPERIENCE

* **International Alpha Limited, Lagos**

**Position**: Fleet /Logistics Supervisor

**Date**: 2016- Date

**Responsibilities**:

* Managing day-to-day fleet operation activities.
* Supervising driver team ensuring working planning, training and HSE standards.
* Managing vehicle allocation and planning up to one month in advance.
* Managing all vehicle documents for all up country vehicles.
* Review of weekly and monthly reports and summarizing pertinent points.
* Coordinating the acquisition, management and disposal of fleet vehicles.
* Managing the service contract with the client.
* Ensure the maintenance for all vehicles including establishment of record keeping and report systems relation to vehicles
* Participate in recruitment and training of drivers.
* Test repair jobs with vendors
* Tracking of vehicles to know their location.
* Determine to regional need for vehicle replacement in case of break down or repair and manage down time.
* Provide backup vehicles to manage down time
* Ensure that all drivers in their zones comply with motor vehicles safety and accident reporting procedure.
* Routine inspection of company vehicles to determine road worthiness.
* Fuel Management
* Generate monthly MIS report on fuel consumption, operation, accident and maintenance etc.
* **International Alpha Limited**

**Position**: Corporate Client Officer

**Date**: August 2014 – 2016

**Responsibilities**:

* Engage new Client to partner with Mobil for marketing of all Mobil products
* Maintain Existing corporate clients
* Receive and post vouchers on a daily basis
* Managing and maintaining budgets
* Ordering and maintaining stationery and equipment
* Reconciliation of accounts with the clients
* Keep adequate records of transaction and file documents
* Ensure that clients make valid payment and not indebted to the company.
* Compiling statements of all transaction
* Dispatch statement of transaction to clients
* Analyze and resolve Clients’ issues promptly.
* Send invoice to clients and follow up for prompt payment
* Maintains financial accounts by processing customer adjustments
* Recommends potential products or services to management by collecting customer information and analyzing customer needs
* **Sokotech Nigeria Ltd, Warri**

**Position**: Secretary

**Date:** September 2010 – June 2014.

**Responsibilities:**

* Providing clerical support.
* Filter emails, highlight urgent correspondence and print attachments
* Managing of database
* Assist management, including executives, using a variety of project management, communication, or organizational skills
* Coordinate operations of CEO’s office including, reception, document preparation & control of internal communications and general office maintenance.
* Coordinate meetings as required, including, drafting agendas, preparing and circulating papers, taking minutes. Maintaining files of paper document (Office Document Management).
* Prepare presentation
* Preparing Minutes of Meeting
* Assist in budgeting
* Invoicing
* Contributes to team effort by accomplishing related results as needed.
* Providing assistance to the MD/CEO in preparing technical documents like weekly site reports (For NIPP Project) Electrical Drawings using AutoCAD.
* Prepare monthly work plan using Microsoft project
* Visit project site with the MD or Project Manager take record of site activities, develop site report and submit to the Client
* Preparing and submitting monthly progress report including detailed site report to the Client (NIPP)
* **Best Mark Aluminum Co Calabar, Calabar,**

**Position:** Administrative Assistant/ Front Desk Executive

**Date:** March 2009 – August 2010

**Responsibilities:**

* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Coordinate office activities and perform secretarial assignments for professional or management staff in support of the on-going operations of the office.

Attending to visitors and directing them to relevant officers to attend to their needs.

* Providing both secretarial and receptionist services by monitoring and operating computer work, typing, filing, receiving visitors, answering calls, opening and directing official mail.
* Preparing financial report
* Issuing of waybill for Aluminum products received from factory.
* Analyzing data
* Take minutes or recordings of meetings.
* Prepare presentation

# Computer Skills

 Microsoft Word, Microsoft Excel, Microsoft Power Point and e-mail skills.

**OTHER SKILLS:**

Excellent oral and written communication skills.

Reporting skills

Numeric Skills.

Data management.

Organizational skills

Management skills

Flexibility

Time Management,

# biodata

Sex : Female

Date of Birth : 7th Sept, 1988

Marital Status: Single

State of Origin: Akwa Ibom

Nationality : Nigerian

# hobbies

Travelling, reading and meeting people.

# Languages

English and Ibibio

**Referee**

**On Request.**