**IFENKOH HAPPINESS BONIFACE**

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**OBJECTIVE**

To utilized my qualification in a dynamic and high performance, to achieve in endeavors through hard work, creativity, perseverance, thoroughness, orderliness and consistency. To be given the opportunity to uphold work ethic, to work with existing staffs, facilities and contributing to the best of my ability so as to improve the organization and achieve managerial goals and finally to work in an environment where job satisfaction will be achieved.

**WORK EXPERIENCE**

**Greendock Offshore Limited 2021-2022**

**Marketing Manager**

* *Overseeing business operations on site and base*
* *Meeting with different international company for contact negotiation*
* *Creating and developing standard company profile*
* *Expedite on material procured*
* *Business meetings with different vendors*
* *Preparing daily and weekly report*

**First Bank Plc/ Strickland international** **2020**

 **Administrative Officer**

* *Cross-checking customer details from customer mandate card to finacle, software*
* *Inputting customers hardcopy details in finacle, savings, cooperate and KYC list*
* *Documenting data on first bank finale list to know if the customer data on softcopy correspond with details on hardcopy from the instating of the branch to 2019*
* *Arranging files in and alphabetical order from the instating of the branch to 2019*
* *Dating files by weekly, monthly and years from the instating of the branch to 2019*
* *Bagging hardcopy files alphabetically and by date, month and year for easy assess from the instating of the branch to 2019.*

**Faculty of Pharmacy, University of Calabar**, **2018-2019**

**National Youth Service Corp (NYSC)**  ***Administrative Officer***

* *Compiling departmental admission list for income student*
* *Invigilation of department and school examination*
* *Marking of examination results script*
* *Assisting in conducting departmental practicals*

**Dredging International Nigeria Limited (DISN)**   **2014-2016**

***Assistance Quality, Health Safety Officer (QHSE)***

* *Conducting toolbox meeting for different workshop department*
* *Giving inductions for newly employed staff and new operation*
* *Test conducting and issuing of safe permit to work on confine space entry*
* *Inspection on fire extinguisher, water hose and safety equipment*
* *Conducting weekly general safety meetings and awareness for all department*
* *Conducting safety analysis and inspection to ensure hazard free environment*
* *Conducting and investigation of accident and near incidents*

**EDUCATION:**

**FEDERAL POLYTECHNIC OKO ANAMBRA STATE**  **2018**

Higher National Diploma (HND) in Science laboratory Technology

Biochemistry/Microbiology Option.

**ABIA STATE POLTECHNIC ABA.** **2013**

Diploma in Science Laboratory Technology

**Hope School Kaduna, Kaduna State** **2011**

Senior Secondary School Certificate,

**Ogbor Hill Primary School 1 Aba North Abia State** **2006**

Primary School Certificate,

**PERSONAL PROFILE**

* *Ability to work effectively with a team*
* *Commitment to excellence and ability to cope and Excel in Diverse*
* *Strong leadership skills, effective communication, oral and written skills*
* *Good inter-personal skills and team spirit.*
* *Goal-oriented and hardworking individual with a drive to succeed.*
* *A fast learner ready to undergo any training necessary and relevant for the job.*

**COMPUTER SKILLS :** Computer literate in the following areas; Microsoft word, Microsoft Excel, Microsoft PowerPoint, Microsoft CorelDraw and Internet Skills.

**PROFESSIONAL TRAINING:**

* **NIGERIANINSTITUTE FOR SAFETY PROFESSIONAL**

(ISPON) SPDC Accredited

General Health, Safety and Environment

HSE Competence Development (level 3)

* **CIO –INSIGTH CONSULT LIMITED**
* Human Resource Management (HRM)
* Project Management Professional (PMP)
* Industrial First Aid/CPR

**BIO-DATA.**

* Date of Birth: 1st July 1996
* Marital status: Single
* Languages: English and Igbo

**HOBBIES/INTERESTS:**

Reading, Meeting People, Traveling, Research and Development

**REFERENCE:**

**Available on Request.**