

IFEDIBA, Chidozie Daniel

PERSONAL INFORMATION

Address

24 Anite Crescent, Isolo, Lagos
State, Nigeria

Phone

+2347038185814

Email

dahney.me@gmail.com

Additional Skills

- Communication Skills
- Writing Skills
- Good Public Speaking Skills
- Microsoft Office Tools
- Multitasking
- Creative Thinking

PROFESSIONAL SUMMARY

I am a very organized person who enjoys making sure that jobs get done in a timely and efficient manner. I enjoy working in a busy office environment making sure the office runs effectively and the work gets done on time.

I am an excellent communicator and I have had experience of dealing with people up to Senior Management Level. On some occasions, I have been required to supervise certain projects which require great details, extensive thinking and accuracy.

I am self motivated, focused, determined and would channel these attributes to making the organization a place of added value.

WORK EXPERIENCE

Nov 2018 - Present

UGO VINO, Lagos State

SUPPLY CHAIN OFFICER

- Ensure Quality of Raw Materials collected
- Managing Process for Shipping and Warehousing
- Keep Track of Finances in Relation to Incoming and Outgoing Supplies

Oct 2017 - Oct 2018

N.Y.S.C, Katsina State

CORPER LAISON OFFICER

- Supervision of all Place of Primary Assignment
- Gathering of all Data for Incoming and Outgoing Corp Members
- Signing of Clearance Forms

Oct 2016 - Aug 2017

Quintus LTD, Lagos State

PERSONAL ASSISTANT

- Documentation of all Office Files in an Orderly and Organized Manner
- Managing all Schedules of the C.E.O.
- Help the floor in Stock Merchandising
- Provide Face to Face Customer Service, Resolve Complaints Through Phone or Email.

EDUCATION

2011 - 2015

Anambra State University, Anambra State

B.sc, Accounting

2004 - 2010

Comrades High School, Lagos State

WASSCE Certification

References

Available Upon Request