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CAREER SUMMARY

Specialist in Oil & Gas/Construction document management systems and procedures with ability to control, and manage all Project Documents Workflow such as Transmittals, Drawing, ITPs, MR, VDR, PQPs etc and with vast knowledge of various EDMS applications. Excellent understanding of ISO 9001QMS requirements, extremely Focused, Passionate and committed to whatever i do with little or no supervision. Proficient in Aconex Software Usage (Lead Administrator).

EDUCATION

Master Degree Business Administration (MBA In-view)

UNIVERSITY OF BRITISH COLUMBIA | Canada | 2022

Administrative Management

NIGERIA INSTITUTE OF MANAGEMENT | Lagos State | 2012

B.SC. Science and Computer

ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY | Enugu State 2006- 2010

Senior Secondary School Certificate

BISHOP HOWELLS MEMEORIAL SECONDARY SCHOOL | Lagos | 1995- 2002

PROFESSIONAL QUALIFICATION/CERTIFICATION

Operational Excellent and Technical Practices 2016

Document Control Certificate (ISO 90001: 2008) 2015

Fundamentals of Health and Safety in the work place 2015

Nigerian Institute of Management Certificate 2012

A+ CompTIA Certification 2011

EXPERIENCE & NOTABLE CONTRIBUTIONS

ALDAR INTERNATIONAL OIL GAS - Dubai 2017- 2020

LEAD DOCUMENT CONTROLLER & INFORMATION MANAGEMENT/CONTRACT ADMINISTRATOR FOR EXXONMOBIL PROJECT

- Manages the Document control/Information dissemination for West Quarna I Project Iraq (Exxon Mobil-Company)
- Handles both out of Country and in country documentations
- Currently handle all documents, transmittals, reviews, Procedures,ITPs, drawings in conjunction with myDCC team from Exxon(Company) as stated in the contract
- Initiates and Maintains Documents Workflows through use of EDMS system - ACONEX SOFTWARE
- Maintains the Master Document Register for ExxonMobil, Contractor (ALDAR) & Sub-contractors.
- Dual the role of contract Administrator, assisting in ensuring all contractual requirement for the project is adhered to.

- Works closely with all project units (Procurement, contract, Quality HSE, Engineering, Planners and construction team) to ensure all contractual deliverables are met
- Assists in preparation of Procedures, Inspection Report, FAT and IRN and overall project reports
- Liaises with Vendors on the expected Deliverable
- Prepares the Manufacturing Record Book (MRB)
- Carried out all administrative role of the project from contractor's end
- Prepares/Update both Vendor Document Register (VDR) & Supplier Master Document Register (SMDR)
- Attends Project Meetings and assist with Minutes Preparation/ Correspondences
- Work closely with all the disciplines across the board to understand their input and out-put documents according to each discipline procedure
- Manage the information server system (Lead Administrator Aconex)

ARCO PETROCHEMICAL ENG.CO.PLC (ARCOGROUP PLC)

2012-2017

ADMINISTRATIVE/DOCUMENT CONTROLLER (TEAM LEAD)

- Organized a filing system for important and confidential company documents
- Acted as the gatekeeper of the company's intellectual properties and supported in the development of control measures to mitigate risks identified at operational and strategic level by ensuring maximum security is in place
- Maintain a computer database of all filed documentation that ensures fast retrieval of documents.
- Review, print and timely distributes the latest revision versions of documents to all appropriate users and ensure removal of obsolete documentation from distribution.
- Lead the Coordination of document control activities and trained personnel across the three subsidiaries of Arco group Plc to enhance their work skills on quality documentation and generate report for all activities.
- Successfully prepared the input documents (Forms & templates) for all processes aligning each input document to their standard operating manual.
- Carried out a coding format on all organizational document for recognition at a glance and ensuring it consistent with internal and external procedural requirement with different security access level granted to each personnel.
- Ensured NCRs are closed-out at earliest time once raised during Audit to ensure continual improvement.
- Created a central server for all organizational documents for easy access irrespective of Location. And also a Master-List of all organization intellectual property was kept.
- Carried act task as instructed by the Project Manager
- Assisted in scanning of documents, creation and management of the Archive Room
- Continual review of control of document and Control of Record Procedure and supporting documents with the view to making recommendations to management for amendment, in accordance with the needs of the company.

ARCO PETROCHEMICAL ENG LTD NYSC SCHEME

2011

ASSISTANT EXECUTIVE TO GMD/DOCUMENT CONTROL TRAINEE

- Managed the GMD's travel arrangements and proactively coordinate the pre-planning of trips with various internal function, including arranging appropriate travel, hotels, Agendas and necessary contact
- Managed and store correspondences such as letters, calls, emails and packages
- Provide a comprehensive administrative and operational support to the Group Managing Director across the range of his work

SOREAL GLOBAL CONCEPT LTD

2008-2010

CUSTOMER SERVICE REPRESENTATIVE/SALES

- Identified and Assessed customers' need to achieve satisfaction

- Handled complaints, appropriate solutions and alternatives within the time-limits, followed-up to ensure resolution.
- Generated Sales Leads by attracting potential customers, answering product and service questions: suggested information about other products and service.
- Managed large amount of incoming calls in a professional manner

AREAS OF EXPERTISE

- | | | |
|-------------------------|--------------------------|----------------------------------|
| ✓ Organization Skills | ✓ Problem-Solving Skill | ✓ Excellent communication Skills |
| ✓ EDMS Usage Skill | ✓ Quality Documentations | ✓ Leadership Skills |
| ✓ Administrative Skills | ✓ Business Analysis | ✓ MFile Usage |
| ✓ One Drive | ✓ Archiving | ✓ Microsoft Suite |
| ✓ QA/QC Documentation | ✓ Presentations | ✓ Report Writing |

AWARDS AND POSITIONS HELD

Secretary, Arco group Plc Cooperative Society, Victoria, Island, Lagos, Nigeria

Member, Nigeria Institute of Management

Member, Arcogroup plc Cultural Change committee for the organization

INTEREST/HOBBIES

Reading, Analytical, Innovative, Surfing the net, Brainstorming, Travelling

PERSONAL DETAILS

DATE OF BIRTH: Mar 14TH, 1987 • **LANGUAGE:** English {fluent}, Yoruba and Igbo