



Simon

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Objectives

ATTAINING PROFESSIONAL DISTICTION AND PROFICIENCY, SO AS TO IMPROVE ORGANIZATIONAL OBJECTIVE AND ACHIEVE MANAGERIAL GOALS AND TARGETS.

Experience

POLLUTION CONTROL MANAGER

GEOLOGICAL MANAGEMENT CONSULTANCY LTD. (GEOMAN CONSULT LTD.) ACCRA, GHANA.

I worked actively in Providing advice and guidance to Planning and Building Control officers with respect to the development of land affected by contamination and respond to enquiries received as part of Local Land Charge Searches with respect to land contamination. This increased the productivity and effectiveness of the agency which also help to attract a lot of commendation and recommendations from both public and private organizations

CLARK OF WORK

RATEN AND MOHAMMEND SUMON TECHNICAL SERVICE. BUR. DUBAI. UAE

MY JOB DESCRIPTIONS WITH THE COMPANY INCLUDES •Answer phones and greet clients warmly. Assist in filing duties. Perform basic bookkeeping duties. Compile financial records. Answer inquiries about company. Help organize office activities. THIS EFFORTS HELP THE COMPANY MANAGEMENT TO WORK VERY EFFICIENT AND EFFECTIVE AND INCREASED THE PRODUCTIVITY OF THE COMPANY IN GENERAL

WAREHOUSE ASSISTANCE

MUMZWORLD WAREHOUSE. DIP. DUBAI

I was responsible for receiving and sending goods to and from the warehouse. I was also responsible for receiving, checking, recording, organising and storing stock as it is received. Taking inventories of stock and products, ensuring that they are safely and properly stored. Dispatching and loading goods out of the warehouse for delivery.

STORE KEEPER / PICKER

ZERO GRAVITY LUXURY HOTEL

Pulls and packs product based on daily orders I receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area. I follow all standards for issuing and receiving stock within the store's area of operation. These makes it easier for every goods to be identified and picked easily which in turn helped to enhance the quality of our services.

Key Skills

Project/Construction Material Management Human resource management Business Management	Hospitality Management AutoCAD, Archicad, Building Construction	MS WORD, EXCEL, INTERNET PUBLISHING AND COREL DRAW. TEACHING
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Qualifications

BSC IN CIVIL ENGINEERING

UNIVERSITY FOR DEVELOPMENT STUDY

2/2011 - 11/2016

DIPLOMA IN APLPLICATION PROGRAMMES, MS WORD, EXCEL, INTERNET PUBLISHING AND COREL DRAW.

GOD'S GIFT COMPUTER INSTITUTE,

1/2017 - 7/2017

NATIONAL DIPLOMA IN CIVIL ENGINEERING TECHNOLOGY

INSTITUTE OF MANAGEMENT AND TECHNOLOGY

3/2009 - 1/2011

Projects

Project 2

www.project.com

2/2016 - 2/2018

Project 3

www.project.com

2/2016 - 2/2018

Interests

Sports

Reading

Interest 4

Achievements	A	
	B	
	2/2016	
	A	
	B	
	2/2016	
Languages	ENGLISH	Language 3
	Language 2	Language 4
Personal Information	Father Name: Aberdu	
	Date Of Birth: 31/12/1987	
	Nationality: Ghanaian	
	Marital Status: Single	
	Address: Diera, Dubai.	
References	Request On Demand	