

# CURRICULUM VITAE

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AL Zarooni Building Marina, Dubai



## PROFESSIONAL SUMMARY

- Exceptionally strong computer networking and software skills.
- Excellent organizational abilities.
- Able to present even the most complex ideas to management.
- Enjoys innovating effective solutions to document issues.
- Proficient in hard copy and digital documents.
- Works extremely well as part of a team.

## SKILLS

- ❖ Good communication skills, careful eye for detail, be able to respect privacy as you might be dealing with sensitive documents.
- ❖ Good written skills. A team player, IT skills and the ability to prioritise your workload.
- ❖ Controlling the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

## PROFESSIONAL EXPERIENCE

### Document Controller

**ARAMEX (Weatherford- Project)**

**May 2021 - May 2022**

- Transcribes source data to client Portal.
- Source data verifying by data encoding and cross matching.
- Output verifying by Mapping.
- To match up BOE, AWB, part no's appropriate to Client references.
- Encoded data to upload in client site.
- Co-ordination and Key Team player role in data's splitting and consolidating.

### DATA ENTRY OPERATOR

**BAKER HUGHES OPERATIONS TECHNO PARK , DUBAI**

**January 2021-April 2021.**

- Administrative skills, Customer service skills.
- Accuracy and attention to detail, Multi-tasking.
- Computer and technical skills (including software knowledge)
- Organisational and time management abilities, experience with spreadsheets (MS Office Word, Excel.

### HOUSE KEEPING SUPERVISOR

**RAK Hospital**

**RAS AL-KHAIMAH**

**March 2020 - December 2020**

## **HOUSE KEEPING SUPERVISOR**

### **KING'S COLLEGE HOSPITAL LONDON, DUBAI - DUBAI**

**February 2019 to February 2020**

- Handle the tasks of assigning duties, monitoring and inspecting work progress of cleaning staff to ensure that duties are performed in an adequate manner
- Perform inspection of the hotel building and make necessary recommendations for minor renovations
- Responsible for inspecting, operating and maintaining the heating, cooling and ventilation systems in hotel rooms
- Inspect and coordinate contract jobs on electrical, plumbing and mechanical systems in building
- Supervise and monitor the activities of contract custodial services like floor and window maintenance staff

## **Austin Grace Infirmary**

### **Customer Service Representative/Support worker**

**July 2016- 2018**

- Registering new clients and supporting families
- Advising clients in the best care/support to suit their need
- Assigning support workers to clients
- Supporting clients in routine activities
- Forecasting for the facility management team

## **Eddy Bongos Manufacturing Plant**

### **Company Administrator**

**Mar 2011- June 2016**

- ❖ Routine meeting with staff and customers
- ❖ Arranging training for company staff
- ❖ General book keeping
- ❖ Arranging and scheduling meetings for CEO and senior executive
- ❖ General audit and customer service response
- ❖ Overall stock audit

## **CORRECTLINE Ventures Abuja**

### **Store Keeper**

**Aug2003- Jan2004**

- ❖ Stock Audit of products
- ❖ General sales for product and services
- ❖ Managing appointments for Manager

## **EDUCATION**

- SUMMARY OF QUALIFICATIONS
- Bachelor of Science (B.Sc. Honours)
- Diploma Certificate in Computer Studies
- Senior School Certificate Examination
- First School Leaving Certificate

References available upon request