

# PHILIPS-AGHOLOR EDWIN

**c/o Mrs Opeyemi Philips - Agholor**  
**Pharmacy Department, University College Hospital**  
**P.M.B 5116 Ibadan**

I possess strong analytical Skills, Business / Commercial knowledge and good interpersonal skills. I approach problem – solving pragmatically. I am a confident and self-motivated person who can buy into corporate objectives to meet desired goals. I appreciate the need for rapidly changing business environment and can drive changes to create a competitive advantage. I am open to learning and can quickly apply knowledge gained to practical challenges.

## **PERSONAL DATA**

**DATE OF BIRTH:** 26<sup>th</sup> August, 1978  
**NATIONALITY:** Nigerian  
**STATE OF ORIGIN:** Delta State (Ika South, Agbor)  
**MARITAL STATUS:** Married  
**SEX:** Male  
**RELIGION:** Christian  
**EMAIL:** [pedwins@yahoo.com](mailto:pedwins@yahoo.com)  
**TELEPHONE:** 08020523689/08056665380

## **EDUCATIONAL QUALIFICATION**

<b>SECONDARY:</b>	Urban Day Grammar School, Ile-Ife	1994
<b>TERTIARY:</b>	Obafemi Awolowo University, Ile-Ife	2002
<b>PROFESSIONAL:</b>	Chartered Institute of Economist of Nigeria	2003

## **QUALIFICATIONS:**

Senior Secondary School Certificate (SSCE)  
B.Sc. (Hons) Economics  
Associate Chartered Economist (A.C.E)

## **INTERESTS:**

Travelling, Listening to Music, Reading, meeting people

## **OTHER COURSES ATTENDED:**

Business travel International Induction Course - Amadeus Training  
Customer focus Workshop - The Danish Institute for Human rights  
Infrastructure Services West, Heart and Mind Workshop – Shell Nigeria

## **EXPERIENCES AND KEY ROLE / RESPONSIBILITIES**

***PROTOCOL/LOGISTICS OFFICER, Justice, Development and Peace Commission, Catholic Archdiocese of Ibadan. Jun 2018- Till date.***

- Ensure efficient and effective usage of vehicles
- Establish and maintain standard operating procedures for drivers
- Deal with reasonable complaints/requests with professionalism and patience
- Inspect the work done by mechanics on vehicles
- Adhere strictly to rules regarding health and safety
- Train and prepare schedule for drivers

***PERMIT COORDINATOR, Wesco Engineering Nig.Ltd - SPDC, Southbank Flow Station, Forcados Terminal. Dec. 2015 –Nov. 2017***

- Ensure a safe work Execution
- Development and review of Job Hazard Analysis(JHA)
- Raise permit to work and complementary certificates
- Review of Job Hazard Analysis(JHA/WMS) to suit the prevailing situation or condition
- Build a proactive safety culture by cascading Learning from Incident(LFI)
- Coaching on worksite hazard management
- Mentoring behaviors by walking through the worksite
- Demonstrated ability to develop a positive safety culture through employees engagement

## **CORPORATE TRAVELS, SPDC SHELL OCTOBER 2006 – 2013**

### ***FLIGHT OPERATIONS***

- Reservation and Re-scheduling Officer
- Define seat track utilization
- Prepare daily flight manifest for airlines / protocol officer

### ***ACCOMMODATION:***

- Full responsibility of accommodation booking and scheduling via the existing hotel booking system (LOGIS)
- Managing Hotel utilization to ensure optimal use-age by delivering on travel cost savings.
- Monitor and track service levels from hotel.

## **WEN COSMETICS LEKKI LAGOS NOV. 2005-APRIL 2006**

### ***MANAGER***

- Daily Inventory taking of daily sales
- General welfare, and ensuring efficiency and loyalty of staff

**DIRECTORATE OF POLITICAL & SECURITY SERVICES. ASABA NOV. 2003**

***ACCOUNTING OFFICER***

- Documentation / retirement of daily receipts, raising invoices and payment voucher
- Filling / Documentation of approvals and Balancing of accounts
- Involvement in the general operations of the Directorate.

**OBAFEMI AWOLOWO UNIVERSITY TEACHING HOSPITAL COMPLEX ILE-IFE  
SEPT. 2002**

***DEPARTMENT OF PURCHASING AND SUPPLY (NYSC)***

- Daily Inventory of Electrical / Machine parts in-stock
- Balancing and recording of ledger sheet
- Raising of invoices for goods supplied daily.

**CHALLENGES:**

I want to contribute positively to the corporate objectives of our organization that is focused in delivering and achieving our set target / aspiration by maximizing my skills in business analysis and customer service.

**PROFICIENCY & SKILL:**

- Use of Micro soft office applications (Word, Excel, Power point)
- Good communication skills, ability to learn quickly and good interpersonal relationship

**REFEREES:**

1. **Mrs P. Emmanuel Okoye**  
Free-Man's House  
SNEPCO (SPDC Shell)  
Lagos.  
**Tel:** 08070363169
2. **Mrs Adetona Carol**  
Community Relations Unit  
SPDC Shell  
Port Harcourt  
**Tel:** 08070322889