*OSAMMOR DANIEL SOMADINA*

**PROFILE SUMMARY:**

**I am a Highly technical and team-oriented individual** with extensive experience in **managerial processes**. With a track record of undertaking complex assignment, with demonstrated ability to work through a problem effectively and provide suitable solutions in a fast-paced environment. I possess a practical knowledge in handling **projects(project-management)**, **letter writing, research-based report writing and acutely versatile as a web designer**. I also Possess a sound record of eliminating expenses and creating highly official correspondence, Proficient in monitoring expenses and budget to ensure compliance, ability to communicate professionally with individuals of hierarchy, so as to manage their thought processes regarding related projects. Widely recognized by peers and superior for diligence in various work environs. Aspiring for advancement, increase in my professional capabilities and bringing out the best in every team I work alongside.

**CONTACT ADDRESS:**

* **E-MAIL:** Danielosammor@gmail.com
* **MOBILE NO: 08105524738,**

**CORE COMPETENCES:**

* Documentation
* Office Management
* Records Management
* Handling Confidential Document
* Data entry
* Vendor Relations
* Strategic Planning
* Customer services
* Web Developer – Html, Css, JavaScript
* Project Management
* Human Resources

**SKILLS HIGHLIGHT:**

* **Critical thinking:** Use logic and reasoning to identify solutions or approaches to problem
* **Multitasking:** Juggle multiple tasks and responsibilities while remaining composed and meeting deadline.
* **Software/ Technical skills:** Proficient with Microsoft office suite and Web development-HyperText Markup Language(Html), Cascading Style Sheet(Css) and JavaScript.
* **Soft skill:** Possess analytical skill, inter-personal skill, technical skills, emotional intelligence and problem-solving skill.
* **Communication:** Communicate well in oral and written formats.

**BIO DATA**

* **Date of Birth:** 12th April 1998
* **Sex:** Male
* **Nationality:** Nigerian
* **State:** Delta
* **Language(s):** English language, Delta igbo, Hausa.

**PROFESSIONAL WORK EXPERIENCE**

**PUBLIC RELATION PERSONNEL (TO THE DIRECTOR GENERAL OF NBRRI) February 2019- December 2021**

**NIGERIAN BUILDING AND ROAD RESEARCH INSTITUTE (NBRRI)**

* Organized and Structured the records, also responding to incoming and outgoing memos, emails and files for the department.
* Preparation of minutes for bi – weekly departmental meeting for the department.
* Supervised the preparation of internal and external opinion pool for the commission.
* Provided back – up for records and registration of all policy documents for the department.
* Supervision of social media engagement
* Comprehensive records keeping of all of activities of the entire inmates for the agency and also coordinated their basic amenities on weekly basis.
* Documentation and Editing of past and present Newsletters.

**EDUCATION**

* **BACHELOR OF ENGLISH AND LITERARY STUDIES January 2016 - December 2020**

AHMADU BELLO UNIVERSITY, ZARIA

* **SENIOR SCHOOL CERTIFICATE EXAM (SSCE) October 2011 – August 2014** FEDERAL GOVERNMENT COLLEGE, KEFFI

**REFEREES**

* MRS IFEANYI. A. OCHE-OBE

DIR INTERNATIONAL RELATION

Federal Ministry of Justice Maitama, Abuja.

* MR PETER MASHEM

NIGERIAN BUILDING AND ROAD RESEARCH INSTITUTE

Jabi, Abuja.