HOUSE 18 SK OBAWEDE DRIVE, SARAHA 2 ESTATE, LOKOGOMA ABUJA.

DORCAS CHAMAKAT JOHN

**HUMAN RESOURCE**

07036020988chanjohnmanme@gmail.com

As an Executive Officer in the Federal Ministry of Special Duties and Inter-Governmental Affairs, I've honed a diverse skill set in performance management systems, code of ethics implementation, production operations management, and human resources. My commitment to fostering efficient operations and maintaining high ethical standards has been integral to my success in navigating complex governmental environments.

Driven by a passion for constant growth and skill enhancement, I am now seeking opportunities to leverage my expertise on a global scale.

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**-WORK HISTORY-**

**FEDERAL MINISTRY OF SPECIAL DUTIES AND INTERGOVERNMENTAL AFFAIRS | Abuja**

**SEPTEMBER 2019 – PRESENT EXECUTIVE OFFICER**

* RECEIVING EMAIL
* ORGANISING YEARLY TRAINING FOR THE STAFFS OF THE MINISTRY/DEPARTMENT.
* MONITORING/EVALUATION OF THE MINISTRY’S PROJECTS AND PROGRAMS.
* INSPECTION/VERIFICATION OF PROJECT

**JULIUS BARGER|FCT, Abuja.**

**SEPTEMBER 2009 – JUNE 2010 IT**

**-EDUCATION-**

**KADUNA POLYTECHNIC | Kaduna State**

**OCTOBER 2011 to NOVEMBER 2014 PRODUCTION/OPERATIONS MANAGEMENT**  
Higher National Diploma  
major: Production/Operations Management.

**KADUNA POLYTECHNIC | Kaduna State**

**OCTOBER 2006 to DECEMBER 2009 BUSINESS STUDIES**  
National Diploma in Business Studies

**COMPREHENSIVE COLLEGE, KADUNA| Kaduna State**

**Graduated 2004**

**ACS N/C ‘C’ NDA KADUNA| Kaduna State**

**Graduated 1997**

**-SKILLS-**

* Ms Word
* Power Point Presentation
* Excel
* Team Work
* Problem Solving
* Communication

**-OTHER CERTIFICATES-**

**Capacity Building Workshop** | November 2023

**Specialized Capacity Building Workshop on Performance Management System** | **November** 2022

**-REFEREES-**

**Engr. Friday John Gotep | PRINCIPAL TECHNOLOGIST NATIONAL WATER RESOURCES INSTITUDE, KADUNA.  
07037177449**

**Commodore. David Tubonimi | MAINTENANCE UNIT NIGERIA NAVY, PORT-HARCORT, RIVERS STATE.  
07038941920**