




CURTIS UGBOMOR


PUBLIC ADMINISTRATOR/ SOFTWARE ENGINEER

 ABUJA Nigeria

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Frontend Developer with Fundamental knowledge on HTML, CSS and Java Script. Video Editor with the use of Adobe Premier Pro and Canva



Skills

- Benefits and compensation
- Benefits and payroll coordination
- VIDEO EDITING (Use of Adobe Premier Pro and Canva tools)
- WEB DEVELOPMENT (HTML, CSS, JAVASCRIPT)
- Technical Writing Skills
- Understands insurance benefits



Work History

• Pension and Benefits Desk Officer

Federal Road Safety Corps (FRSC), ABUJA

- Skilled at working independently and collaboratively in a team environment.
- Resolved problems, improved operations and provided exceptional

2014-12 - Current

- Resolved problems, improved operations and provided exceptional service.
- Writing Memos, Letters and Correspondences
- Oversee all staff Retirement Savings Accounts (RSA) in FRSC.
- Resolution of staff under-remittance and complaints relating to their Retirement Savings Account (RSA).
- Maintain and update employee information.
- Complete, verify and process forms and documentation for administration of benefits.
- Prepare payroll related filings and supporting documentation, such as pension, Records of Employment and other statements.
- Provide information on payroll matters, benefit plans and collective agreement provisions.
- Prepare and balance period-end reports and reconcile issued payrolls.
- Identify and resolve payroll discrepancies.
- Processing of Pension benefits of retired staff with National Pension Commission.
- Organizing pre-retirement workshop for prospective retirees.
- Prepare, verify and process all employee payroll-related payments.
- Updating of staff data/Nominal Roll on quarterly basis for submission to National Pension Commission (PENCOM) and IPPIS unit to enable them fund RSA accordingly.
- Constant interface with stakeholders in Pension Industry (PenCom, Pension Fund Administration (PFAs), Office of the Accountant General of the Federation (OAGF), Pension Transition Directorate Fund (PTAD).

Administrative Officer

Office of the Honorable Minister of Federal Capital Territory Administration (FCTA), ABUJA

- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.

2012-11 - 2013-07

- Consulted with company management to assess requirements and develop operational enhancements to streamline processes and increase team performance.
- Delivered performance reviews, recommending additional training or advancements.
- Prepared reports to assist the secretariate with key decision making and strategic operational planning.

Personal Assistant to the Chief Executive Officer

CRY FOR HELP FOUNDATION, ABUJA

- Coordinated events, prepared agendas and managed schedule for CEO.
- Booked travel by coordinating and reserving transportation and lodging.
- Managed household budget by paying bills and balancing checking account.
- Scheduled regular maintenance for employer vehicles and other items such as Office equipments.
- Answered incoming phone calls and emails, and presented urgent requests for timely response.
- Organized and coordinated conferences and monthly meetings.



Education

2007-02 - 2012-11

Bachelor of Science: PLANT SCIENCE AND TECHNOLOGY

UNIVERSITY OF JOS - JOS, PLATEAU STATE, NIGERIA



Accomplishments

- Published a Journal on Antioxidant and antimicrobial activities of flavonoids from fruit Extract of *Dacryodes edulis* (Ube). British Journal of Microbiology (Submitted).

Author: Ahmadu Rebecca Oziohu, Macham David, Onanuga Adebola, Ugbomor Onoye Curtis and Afolabi Abolade Samuel. **2014**

- Preparation of Standard Operating Procedure (SOP) for the smooth Running of Pension and Insurance Section in FRSC **2019**
- Preparation of Standard Operating Procedure (SOP) for the smooth Running of a newly created Unit in FRSC called X-Records



Certifications

2023-06

- WEB DEVELOPMENT (HTML, CSS, JAVASCRIPT). Facilitated by TiideLab Nigeria

2023-06

- VIDEO EDITING (Use of Adobe Premier Pro and Canva tools). Facilitated by Nigeria Employers' Consultative Association (NECA)

2020-08

- □ Data Protection and privacy



Singing, Driving and Writing

- I love to sing, drive and write