

**GENDER.**

Male

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Origanrigan village,
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Profile Summary

I am an experienced Human resources executive, with interest in Document system management, Cost control, Virdi/Unis Biometric system registration and management, Security Vulnerability management, Security monitoring device management, etc.

I bring a comprehensive set of valuable skills in administration, management and marketing. I honed my abilities in Document preparation and control, reporting, KPI appraisal, S.O.P review, training and presentation, providing a firm foundation for management. My interpersonal, people-centric nature and compassion have afforded me excellent problem-solving skills.

I am passionate in contribute my talents and proficiency in time management towards corporate team effort. As an engaging communicator with a proven track record in compliance, my focus on building strong personal relationships has been a beneficial asset throughout my career.

Education

2008 - 2012

Bowen University

B.Sc Economics (Second-class Upper)

Courses.**Lean Six-sigma Yellow belt on Project management**

Kelloggs Tolaram LFTZ (May 2019)

Advance MS Excel & PowerPoint

Sought-After Consultancy Limited (July 2018)

Security Vulnerability management

DellyPrime resources (November 2019)

Work Experience.

February 2020 - present.

Document controller/**Cost Engineer**

Sinoma International
Construction company LFTZ

Responsibilities

Numbering & identification of documents

Quality & compliance checks on documents

Filing and organisation of documents (both electronic and / or hardcopies)

Control over document modification, distribution, issuance during its whole lifecycle

Maintenance of a list (register) of applicable documents

Distribution of documents to relevant people / organisations

Progress reporting on the documents status

Maintaining KPIs (Key Performance Indicators)

Preparation of bills of quantities (B.O.Q)

DOCUMENT CONTROL: RAYMOND UWUBA

Preparation of reconciliation statement
Preparation of abstract statement
Salary computation for outsourced staff.

August 2018 - January 2020.

Human Resource Assistant

Kelloggs Tolaram LFTZ

Responsibilities

Document control and management system
Biometric registration and payroll computation
Staff training and development on monthly basis
Enforcement of Good manufacturing practices and Safety in the factory
Preparation of wages of temporary staff
Overtime computation for outsourced staff
Daily activity report regarding Absenteeism, PPE compliance, injury, GMP and safety and Employees complaints
Staff discipline
Coordinate business invitation letters as at when required
Insurance related activities
Filing NEPZA quarterly returns
Liaise with Nepza on invitation of third party to our KT LFTZ enterprise
Immigration returns on monthly basis
Checking of security monitoring device on weekly basis

March 2016 - January 2018.

Production Foreman

HAC Plywood Factory,
Ijebu-omu.

Responsibilities

Manufacturing Plywood board from timber to finished product
Operation and regulation of processing facilities
Supervising and motivation of team members
Operating forklift trucks for semi-finished and finished boards at warehouse
Staff training and development
Other jobs assigned

Sept 2015 - Feb 2016

VICE PRINCIPAL

ADLAKEF COLLEGE
Igbogbo-Ikorodu

Responsibilities

Responsible for supervising and overseeing all academic affairs
Serves in a Leadership capacity
Supervise and co-ordinate all the academic affairs of the school
Ensure the compliance of learners and academic staff to rules and regulation
Liaise with the Principal (Admin.) where appropriate
Performance Management & Assessment
Co-ordinates the adequate writing of lesson notes weekly by all educators
Ensure appropriate use of teaching aids during lessons.
Admin & Personal Management

Language.

English

Soft skills

Communication,	Problem-solving,	Time management,	Teamwork,	Work ethics,
Interpersonal skills,	Adaptability,	Attention to details,	Creativity,	Leadership