

# UDOH ISAIAH AKPAN

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7, Ladipo Oluwole Road, Apapa, Lagos.

Email: profisaiah52@yahoo.com, isaiah52@gmail.com

Mobile: 08032715587, 07032888969

Sex: Male  
State of Origin: Akwa-Ibom State  
L.G.A: Ibiono-Ibom  
Marital Status: Single  
Religion: Christianity  
Nationality: Nigerian

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## CAREER OBJECTIVES:

To acquire skills with a high level of efficiency and acquire positive change and discipline to face new challenges that will enable me contribute positively and meaningfully to the growth and development of the nation's economy, putting my employers aim, goal and objectives as ultimate priority. Essential to achieving these objectives will be a motivating work environment and an organization that would guarantee job satisfaction.

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## SKILLS:

Computer literacy, Excellent communication, negotiation and presentation skills, Good analytical and organizational skills, High integrity and attentive to details, Problem solving, Good interpersonal skills with ability to work effectively in a team, focused with great potentials, Disciplined and can work under pressure with little or no supervision, Self motivated, Target oriented and promote Team Spirit

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## PROFICIENCY IN:

All Microsoft Office applications and all other software applications, Peachtree Accounting and Tally

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## WORKING EXPERIENCE WITH DATES:

<b>Organization:</b>	<b>Harps Marine and Logistics Limited</b>	<b>2019 – 2020</b>
	1 Adeola Odeku Street, Victoria Island, Lagos Sapetro Towers,	
Position Held:	Documentation Officer	
Job Description:	Working with the Admin Manager/Marine Coordinator and responsible for the company's vessels document compliance	
<b>Organization:</b>	<b>Saro Transcontinental Limited</b>	<b>2014 – 2018</b>
	16, Raji Rasaki Road, Amuwo-Odofin, Lagos	
Position Held:	Administrative and Logistics Officer – Best Employee	
Job Description:	Handling the general administrative duties/facility, responsible for managing inventory, maintaining company records and budget Responsible for the maintenance and running of the companies Trucks, providing logistic support and overseeing the overall logistic processes in support of the objectives of the organization.	
<b>Organization:</b>	<b>CFS West Africa Limited – Contract Job</b>	<b>2016 – 2017</b>
	33A, Bishop Abayode Cole Street, Victoria Island, Lagos	
Position Held:	Mystery Shopper – One of the best Shopper	
Job Description:	Carrying out evaluation in Banks and Telecommunications Companies all over the country	

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**EDUCATIONAL INSTITUTIONS ATTENDED/QUALIFICATIONS WITH DATES:**

<b>National Open University – NOUN</b> (In view – Part Time)	<b>2021</b>
<b>Akwa-Ibom State Polytechnic, Ikot Osurua, Ikot Ekpene</b> National Diploma in Business Administration (Upper Credit)	<b>2002 – 2004</b>
<b>APTECH Computer Institute, Apapa, Lagos</b> Certificate in Computer Operations	<b>2002</b>
<b>Kopi Kom Computer Institute, Apapa, Lagos</b> Certificate in Data Processing	<b>2001</b>
<b>Apapa High School, Apapa, Lagos</b> Senior Secondary School Certificate	<b>1993 – 1999</b>
<b>WAEC/GCE (Nov/Dec)</b>	<b>1998</b>
<b>Ladi –Lak Primary School, Apapa, Lagos</b> First School Leaving Certificate	<b>1988 – 1993</b>

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**TRAININGS ATTENDED AND CERTIFICATES:**

<b>Beyond Customers Service Excellence (June)</b> Certificate of Attendance	<b>2021</b>
<b>Personal Effectiveness at Work (May)</b> Certificate of Attendance	<b>2021</b>
<b>The 7 Habits of Effective People – Franklin Covey</b> Certificate of Completion	<b>2019</b>
<b>Digital Marketing, E-Commerce and Web Design Training</b> Training Certificate in Digital Marketing/Website Development	<b>2018</b>
<b>Freight Forwarding Academy of Nigeria</b> Training Certificate in Freight Forwarding & Logistics Marketing	<b>2017</b>
<b>DE Underwriter Talents Consulting</b> Training Certificate in Logistics & Transport Management	<b>2014</b>
<b>Work Ethics and Personal Effectiveness</b> Training Certificate in Work Ethics & Personal Effectiveness	<b>2013</b>
<b>Performance and People Management</b> Training Certificate in Performance & People Management	<b>2013</b>

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**HOBBIES:**

Reading, Research, Football and Meeting People

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**REFEREES:**

1. MR. RICHARD NDAH  
MD/CEO Akwaport Nigeria Ltd, Apapa – Lagos.  
Mobile: 08028016587
  2. MR. JOSEPH AKPAN  
Almina Resources Ltd, Lekki – Lagos.  
Mobile: 08065057799
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