**SHOK, VICTOR LOKRIT**

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**PERSONAL STATEMENT**

I am a self motivated graduate of electrical/electronic engineering from the Nigerian defense academy, with a good understanding of office administration, business, technical issues and organizational change. I am an efficient and excellent team player in the execution of administrative business processes.

I am passionate about administrative support of internally and externally organized events, in which I anticipate tasks which provide me with the opportunity to develop new skills while strengthening those I already possess. I am looking forward to any role in office administration/security/health/safety as well as production management which presents an opportunity to work with diverse minded people.

**KEY SKILLS**

* Excellent communication skills
* Strong personal, organizational and prioritization skills
* Sound IT skills, with proficient skills in the use of Microsoft office products
* Warm relationship building skills, able to develop rapport with people at all levels,
* Tenacity, resilience and ability to get through obstacle, bounce back from setbacks and stay motivated, with a positive ‘can do attitude’
* Can work independently as well as a good team player, able to work successfully in multi-tasking environment involving different teams
* Flexible in appreciating different situations in order to evaluate people correctly, thereby adapting readily to change.
* Decision making and time management skills
* Focus on quality, with high work ethics with excellent attention to details
* Determined self starter, energetic, eager and fast to learn
* Ability to deal with sensitive and confidential information

**CERTIFICATES/COURSES ATTENDED**

* 2008- Port Facility Security Officer (PFSO) Course, Trident Hudson UK.
* 2009- Furuno Radar FAR 2127 Training FPSO AKPO.
* 2009- Basic Offshore Safety induction and Emergency Training (BOSIET) Falck Prime Atlantic, Lagos.
* 2010- Anti-terrorism Awareness training, TOTAL Corporate security HQ Portharcourt.
* 2012- DGEP/HSE (TOTAL) Risk and Human Factors training.
* 2012- BASIC FIRST AID training, Falck Prime Atlantic. Staff Management Course, 2003- Command and Staff College Jaji, Kaduna.
* 2000- Computer Awareness training, Lagos.
* 1997- Navy Technical Training Course, Sapele.
* 1995- Midshipman training NNS AGU & NNS ARADU.

**EDUCATION AND QUALIFICATION**

1990-1995. BEng (electrical/electronics), Nigeria Defense Academy Kaduna

1988-1990. A-levels preliminary studies, University of Jos

1982-1987. WAEC/GCE O-Levels, Government College Pankshin

1975-1981. First School Leaving certificate, Army Children School Apapa**.**

**WORK EXPERIENCE**

**2016- 2018**. GRUPO ANTOLIN LEAMINGTON, Process Operator. Royal Leamington UK

RESPONSIBILITIES:

To be involved in all duties on the production floor

To demonstrate a strong focus on quality and ensure that quality alerts are communicated, with improvements also monitored by all team members

To demonstrate a strong focus on health and safety

To schedule tasks and some procurement

To coordinate with a team of operators and operating both manual and automated machinery

To ensure that line documentation is updated and displayed as per set requirements, examples include; TPM’s, First off, Training records and all other technical parameters.

Carryout additional tasks as and when required within the merits of my role.

**2013- 2016**. BRONGASH GLOBAL LIMITED, Operations Supervisor. Coventry UK

RESPONSIBILITIES

To coordinate cargo dispatch/deliveries

Keeping/updating dispatch/delivery logs/ ledgers

To conduct routine security/safety drills

To ensure/Maintain high professional/ethical standards amongst staff

To liaise with top management on all matters relating to cargo operations

**2011– 2013.** TOTAL UPSTREAM NIGERIA LIMITED, Security Coordinator Marine Operations Centre (MOC), FLT/FOT Onne portharcourt.

RESPONSIBILITIES

* Coordinating implementation of the port facility security plan with the appropriate contract company/ ship security officer.
* Conduct security inspection of port facility.
* Implement and exercising the port facility security plan.
* Undertake regular security inspections of the port/ship facility to ensure the continuation of appropriate security measures.
* Recommend and incorporate as appropriate modification to security assessment in order to correct deficiencies and to update the plan to take into account relevant changes in security plan.
* Enhance security awareness and vigilance of the port facility personnel.
* Ensure adequate training is provided to personnel responsible for the security of escort movement.
* Reporting to the relevant authorities and maintain records of occurrences which threaten the security of all TOTAL UPSTREAM assets.
* Coordinating with security services as appropriate.
* Ensuring that security equipment is properly operated, tested, calibrated and maintained if any.
* Assist ship security officers in confirming the identity of those seeking to board the ship when requested.
* Ensure that standard for personnel responsible for security are set.

**2008-2011.** TOTAL UPSTREAM NIG LTD - AKPO PROJECT. SHIP SECURITY OFFICER

RESPONSIBILITIES:

Prepare ship security survey.

Develop and maintenance of a ship security plan in liaison with the marine operation centre.

Implement and exercise the ship security plan.

Carrying out modifications to the ship security plans.

Enhancing security awareness among GSF

**2005-2006.** NAVY HEADQUARTERS ABUJA. BASE TECHNICAL OFFICER

RESPONSIBILITIES:

* Officer in charge of all technical related matters.
* In charge of the supervision and administration of all technical personnel**.**

**2002-2005.** NAVY SHIP ENYIMIRI LAGOS. ENGINEERING OFFICER

RESPONSIBILITIES:

* Officer in charge of all technical related matters.
* In charge of the supervisor and administration of all technical personnel

**2000-2002** EASTERN NAVY COMMAND HEADQUARTERS, CALABAR.

OIC TECHNICAL STORE DEPOT

RESPONSIBILITIES:

* In charge of all stores/technical related matters.
* In charge of the supervision and administration of all logistic/ technical personnel.

**1997-2000** NIGERIAN NAVY DOCKYARD, VICTORIA ISLAND LAGOS.

ENGINEERING OFFICER

RESPONSIBILITIES:

* In charge of the supervision and administration of all technical personnel.
* In charge of all technical related matters.

**1995-1997** NAVY SHIP ARADU VICTORIA ISLAND LAGOS. UNDER TRAINING OFFICER

RESPONSIBILITIES:

* Participate in all training exercises.
* To keep and update all training logs.
* Operate specified equipment and other machineries under supervision.

**INTERESTS AND ACTIVITIES**

* Swimming, jogging and aerobics
* Socializing, reading and travelling.