 Chukwu Daberechi: Personnel Officer

# Personal Information:

Nationality: Nigeria Contact No: 08037810492

Location: Rivers Alternative No: 07050714757

Gender: Male Date of Birth: 8th January 1982

Highest Education: Degree Nationality: Nigerian

Disability: None Notice Period: 2 Weeks

Email Address: [vcunizik@yahoo.com](mailto:vcunizik@yahoo.com), [chukwudaberechi@gmail.com](mailto:chukwudaberechi@gmail.com)

## Profile Summary

* Personnel Officer with over 2 years experience on induction of new workers, account, pension and tax related issues, file and office administration, managing manpower and workers related issues. Having satisfactorily handled liaison issues on behalf of the company and its workers. Also, payment of their weekly feeding.
* Possess a proven skill on handling employee’s matters and issues.
* Handled and taught computer appreciations/skills and impacted relevant academic knowledge on accounting, economics and commercial related issues on our growing youths
* Supervised and coordinated on two different occasions on project by government in CENSUS and Election field events
* Manage an institution of learning for over two years as an administrative manager
* Handled and organized the uncoordinated file and academic related issues of a polytechnic for a year as an academic Officer
* Possess an excellent skill in packaging information and disseminating information in a people-friendly manner.

# Experience

* **DAEWOO NIGERIA LIMITED, DN 65, GBARAN, AMASSOMA, TOMBIA, YENAGOA 2015- Till date**

**Job Description: *Personnel Officer***

* Recruitment, disciplining, promotion and general welfare of the workers
* Salary preparation (Time Card Calculation)
* Liaison and general welfare of both the workers and the company/ Settlement of Disputes
* Coordinating workers account opening and any issues relating to banks and pension matters
* Raising vouchers and schedules for payments
* Other administrative functions within the office
* Induction of workers on company matters
* Handling of bank and pension issues
* Payment of workers feeding and Raising Tax receipts and pension documents for the employee
* Handling office filings

**Reasons For Leaving: Completion of the project.**

**DAYSPRING EDUCATIONAL CENTRE, ELIJIJI, PORT HARCOURT, RIVERS STATE. NO 34 Elijiji Avenue, Off Woji Road, Rumurolu 2013- 2015**

***Teacher/computer Instructor***

**Job Description**

* Teaching Economics, Accounting, Commerce and Computer
* Handling the computer, practical, works and duties within the school

**Reasons For Leaving: To practice my profession**

* **SOFENE MODEL SECONDARY SCHOOL WOJI, PORT HARCOURT, RIVERS STATE (Plot 26 Chief Clement Avenue, Off Elitor, Woji)** Oct. 2010 -2013

***Secondary school Teacher***

**Job Description**

* Teaching Economics, Accounting, Commerce and Business Studies
* Handling the computer works and duties within the school
* Handling the disciplinary actions within the institution

**Reasons For Leaving: To practice my profession**

* **RIVERS STATE ELECTORAL COMMISSION (RSEIC), RIVERS STATE.**

***Supervisor, ward 8 (ObioAkpor Local Government Area)*** 2011

**Job Description**

* Coordinated and ensured a free, fair and credible election within my ward
* Reported and safely executed the electoral process, materials and conduct credibly
* Announced the election result
* Organized the voter’s card and safely returned it back to the commission

**Reasons For Leaving: Completion of the contract**

* **GODS’ PEOPLE NURSERY & PRIMARY SCHOOL, ABAKALIKI, EBONYI STATE**

***Administrative Manager*** Mar. 2007-Mar. 2009

**Job Description**

* Handled the paper works of the school
* Rendered managerial advice on the day-to-day running of the school.
* Represented the school in some educational and union meetings
* Handled the human resources recruitment and liaison for the management and the workers

**Reasons For Leaving: Completion of the contract**

**NIGERIA CENSUS BOARD, TALATA MAFARA, ZAMFARA STATE.**

***Supervisor*** 2006

**Job Description**

* Coordinated and supervised the activities and records of the enumerators
* Documented, corrected and filed the form filled
* Reported the result and activities of the team to the Census Board
* Liaison with the local leaders for easy access to the job target

**Reasons For Leaving: Completion of the contract**

* **ABDU GUSUA POLYTECHNIC, TALATA MAFARA, ZAMFARA STATE**

***Academic Officer (NYSC)*** July, 2005- Aug. 2006

**Job Description**

* Compilation and arrangement of files
* Documentation of results, marks and student profiles
* Dissemination of academic information
* Office attendance and function

**Reasons For Leaving: Completion of my NYSC**

# Education

# Leadership Diploma Course (LDC)

# Word Of Faith Bible Institute (Winners Chapel)

**Cooperative Economics & Management (Bachelor of Science)**

**(B.Sc Cooperative Economics & Management)**

Nnamdi Azikiwe University, Awka

2004

**West African Examination council/NECO**

Urban Model Secondary School, Abakaliki

1998

**First School Leaving Certificate**

New Lay Out Primary School, Abakaliki

1992

* **Certificate of Meritorious award, Abdu Gusua Polytechnic, T/Mafara (Abdu Gusua Poly)**
* **Certificate of commendation, Zamfara NYSC Football Team (NYSC Zamfara)**

# Competence

Good communication skills, High level of interactive and good interpersonal schedules, Ability to work under pressure and tight reporting schedules, Good team player with strong analytical mind, Adaptability, proactive, goal driven and result-oriented, Ability to work effectively even without supervision

# Skills

**Team Player** (8 -10 years) **Ranked**: Advanced

**Human Resources** (2-3 years) **Ranked**: Intermediate

**Salary** **Preparation** (2 -3 years) **Ranked**: Intermediate

**Payment (Feeding) (**2-3 years) **Ranked:** Intermediate

**Risk Management** (8-10 years) **Ranked**: Advanced

**Microsoft Word** (8-10 years) **Ranked**: Advanced

**Microsoft PowerPoint** (4-5 years) **Ranked**: Intermediate

**Microsoft Excel** (8-10 years) **Ranked**: Advanced

**Microsoft Access** (4-5 years) **Ranked**: Intermediate

**Internet** (8-10 years) **Ranked**: Advanced

**Good Communication Skill** (8-10 years) **Ranked**: Advanced

**Computer Appreciation** (8-10 years) **Ranked**: Advanced