

SAMUEL UKOHA

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A. PROFILE & BIODATA

A statistics and computer scientist seeking an opportunity in an organization that can provide a platform for me to utilize my technical skills and enhance my practical knowledge and add needed value to contribute to the corporate growth. A highly articulate, confident and persuasive leader with a strong ability to communicate effectively and pay attention to details. An astute professional committed to delivering swiftly on any assigned tasks with less supervision.

Gender: Male
Date of Birth: 26th June 1994
Marital Status: Single
Religion: Christian
Nationality: Nigerian

1. Position: Assistant Procurement and Logistics Officer (National Youth Service Corp {NYSC})
Company: Samdus Oil & Gas, Lagos, Nigeria.
Date: Jan 2019 – Sep 2019

Responsibilities:

- ❖ Assisted in setting up and maintaining a database for monitoring the progress of contract bids and their implementations
- ❖ Assisted in ensuring that all technical reports, client's correspondence, purchase orders, proposals and cost information are reviewed prior to submission.
- ❖ Consistently engaged with the company quality procedures/ standard operating procedures, as necessary, including the gathering of all necessary data for contracts investigations.

- ❖ Assisted in improving operational quality results by studying, evaluating and identifying process redesign and implementing changes that added need value to the company
- ❖ Ensured that reasonable care was always taken for the health, safety and welfare of myself and other persons, and complied with the policies and procedures relating to health and safety within the business.

B. CAREER SUMMARY

1. **Qualification Obtained:** BSc. (Hons.) in Statistics and Computer Science
School Attended: University of Port Harcourt, Choba Nigeria
Grade Secured: Second Class Honours (Lower division)
Date: 2013-2018
2. **Qualification Obtained:** Senior Secondary School Certificate (WEAC)
School Attended: Cadgiff Model Comprehensive College, Port-Harcourt Nigeria
Grade Secured: Eight (8) Credits
Date: 2006-2010
3. **Qualification Obtained:** First School Leaving Certificate
School Attended: Urban Primary School I
Grade Secured: N/A
Date: 1999-2004

D. IT SKILLS

1. Proficient in all Microsoft product (Word, Excel and PowerPoint etc.)

REFERENCES *(available on request)*