**Adeline**

Abu Dhabi, UAE

Email: [adeline.343519@2freemail.com](mailto:adeline.343519@2freemail.com)

|  |  |
| --- | --- |
| **Career Summary** |  |

Dedicated Science and English Teacher with a Bachelor Degree in Science Education and excellent communication skills, skilled in presentations, mentoring team, organized and driven with the innate ability to stay on task. Uses effective and efficient method of teaching whilst focusing on the individual needs of each student. My core drive and passion is to teach, to impact knowledge on everyone I come across with. I will be fulfilled if being avail this great opportunity to attain my utmost dream.

|  |
| --- |
| **Education** |

**Master Degree Business Administration (MBA In-view**)

UNIVERSITY OF LAGOS |Lagos State | 2017

**B.ED. Science and Computer,**

Enugu State UNIVERSITY OF SCIENCE AND TECHNOLOGY| Enugu State 2006- 2011

**Senior Secondary School Certificate**

Bishop howells memeorial SECONDARY SCHOOL | Lagos| 1995- 2002

**First School Leaving Certificate**

BESTWAY Nursery and Primary School, Lagos| Lagos| 1991- 1995

|  |
| --- |
| **Experience & Notable Contributions** |

**ARCO PETROCHEMICAL ENG.CO.PLC (ARCOGROUP PLC)**  2012-2016

**ADMINISTRATIVE/GROUP DOCUMENT CONTROLLER**

* Worked as part of the Quality Team to ensure maximum compliance to achieve the company’s goal& objectives.
* Assist in preparation of departmental Budget
* Determined risk areas of the company’s intellectual properties and supported in the development of control measures to mitigate risks identified at operational and strategic level by ensuring maximum security is in place
* Manage distribution of utilities bills and collections of accounts
* Successfully prepared the input documents for all processes aligning each input document to their standard operating manual. Conducted quality documentation trainings at the subsidiary levels to enhance their work skills.
* Worked in conjunction with all department to ensure all amendments to policies, procedures and standard documentation are captured accordingly
* Ensured Continuous provision of Best Practice on quality documentations across the subsidiaries.
* Contributed to the maintenance, continual improvement and refinement of the company Quality System.
* Carried out a coding format on all organizational document for recognition at a glance and ensuring it consistent with internal and external procedural requirement.
* Created a central server for all organizational documents for easy access irrespective of Location. And also a Master-List of all organization intellectual property was kept.
* Continual review of control of document and Control of Record Procedure and supporting documents with the view to making recommendations to management for amendment, in accordance with the needs of the company.

**ARCO PETROCHEMICAL ENG LTD NYSC SCHEME • 2011**

**ASSISTANT EXECUTIVE TO GMD/ DOCUMENT CONTROL TRAINEE**

* Manage the GMD’s travel arrangements and proactively coordinate the pre-planning of trips with various internal function, including arranging appropriate travel, hotels, Agendas and necessary contact
* Provide a comprehensive administrative and operational support to the Group Managing Director across the range of his work
* Evaluate policies to ensure they are in compliance with cooperate rules and mission

**SOREAL GLOBAL CONCEPT LTD 2008-2010**

**Business Development/Customer relation Officer**

I

* Ensured that appropriate strategies are developed to enhance the future performance and competitive position of the company in all areas of business operations and continuous business expansion by the improvement and development of existing and new businesses.
* Partners with both internal and external stakeholders to ensure alignment of growth initiatives prioritization, resource allocation and ownership of key actions and deliverables

**AMURI PRIMARY& SECONDARY SCHOOL ENUGU, NIGERIA** 2005-2007

**ASSISTANT CLASS TEACHER**

* Lectured as an assistant class teacher in Amuri Secondary school, Enugu
* Planning and Preparation and delivering of lesson note to students
* Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice poor behavior
* Use the positive reinforcement method to redirect

|  |
| --- |
| **Professional Qualification/Certification:** |

Document Control Certificate (ISO 90001: 2008)

Nigerian Institute of Management Certificate

A+ CompTIA Certification

Operational Excellent and Technical Practices

Fundamentals of Health and Safety in the work place

|  |
| --- |
| **Areas of Expertise** |

|  |  |  |
| --- | --- | --- |
| * Lesson Planning expertise * Resources Management | * Analytical Skill * Quality Documentations | * Behavioural Skills * Managerial skills |
| * Administrative Skills | * Business Analysis | * High Computer Skills |

|  |
| --- |
| **Awards and positions held** |

Secretary, Arco group Plc Cooperative Society, Victoria, Island, Lagos, Nigeria

Member, Arcogroup plc Cultural Change committee for the organization

|  |
| --- |
| **interest/hobbies** |

Reading, Analytical, Innovative, Surfing the net, Brainstorming, Travelling

|  |
| --- |
| **Personal Details** |

**Date of Birth**: Mar 14th, 1987 • **LANGUAGE**: English {fluent}