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| |  | | --- | | **Jeremiah** [**Jeremiah.363594@2freemail.com**](mailto:Jeremiah.363594@2freemail.com) | | **Citizenship : Nigerian ▪ Date of birth : 30th July 1982 ▪ Sex: Female ▪** | | |  | |
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| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | To carry out my responsibilities with a consummate sense of purpose and a high degree of dedication, while adhering to safety standards and organizational policy guidelines. As a team player, I will promote the vision and mission of the organization as well as promote quality delivery and customer satisfaction without jeopardizing profit. | |  |  | | --- | | Key Skills | | |  |  |  | | --- | --- | --- | | Document Control  &  Data Management | Microsoft office, SAP  &  Oracle 11g | Human Resource Management  &  Project Management | | | | | |
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| |  | | --- | | **Education** | | |  | | --- | |  | | **2014**  **2013**  **2010**  **2004**  **2001**  **2000**  **1993** | **Masters in Human Resource and Industrial Relations**  SCHOOL NAME, Lagos State University, Ojo, Lagos State.  **Professional Certificate in Strategic Human Resource Management**  SCHOOL NAME, University of Ibadan Consultancy Services Unit, Ibadan, Oyo State.  Certificate in Linux & Oracle Database Administration  SCHOOL NAME, NIIT, Ota, Ogun State.  **Bachelor in Agricultural Science Education**  SCHOOL NAME, Ambrose Alli University, Ekpoma, Edo State.  **6 month Specialized Diploma in Business Data Control**  SCHOOL NAME, Fountain Computer College, Abeokuta, Ogun State.  **National Examination Council**  SCHOOL NAME, Itori Comprehensive High School, Itori, Abeokuta, Ogun State  **First School Certificate**  SCHOOL NAME, Nigerian Navy Primary School, Navy Town, Lagos State | | | | | |
| |  | | --- | | **Work Experience** | | |  |  |  | | --- | --- | --- | | **Evomec Global Services Limited, Port Harcourt, Rivers State** | |  | | **Lead Document Control 2014** | | **Procedures and Documentation:**   * Evaluate the current Document Control work processes. Interface with project Business Manager, Project Team, and Project Manager to identify process improvements; * Create clear and concise procedures, processes, and work instructions for internal users, contractors, vendors and internal document control staff. Edit or develop new processes as required; * Gain approval from project management on new processes, and then roll out new processes to users and document control staff. Conduct training if required; * Provide continual coaching to ensure users and document controllers fully understand the document control processes and expectations;   **Document Control System Design:**   * Coordinate the evaluation, selection, configuration and implementation of Document Control   applications to meet project team objectives;   * Engage Company resources such as the Major Capital Projects Information Management group * to assist in above; * Ensure Document Control tools adequately support:   team access to documents   tracking of documents that require review or response   security to view or edit based on project roles   capturing of metadata required during the project and at project turnover to operations Document Control   **Leadership:**   * Lead a team of one or more document controllers; * Lead resolution of all document control problems, issues and ideas for improvement; * Function as a single point of contact for the projects team with contractors' and vendors' document control staff; * Develop and maintain positive working relationships with the project team by seeking to understand   their needs, properly setting expectations, and consistently meeting commitments;   * Proactively communicate key learning’s and best practices to the project team; * Ensure compliance with policies, guidelines, and standards regarding Information Management. Perform routine Document Control;   **Functions:**   * Perform Quality Assurance on incoming Transmittals, RFIs and Memos, against project Information Management requirements; * Complete log of incoming and outgoing documents; * Route documents to reviewers; * Receive documents from reviewers, perform QA, and create Transmittals back to Vendors; * Receive and send RFIs as directed by project team members;   **Lauson Petroleum Development Company**  **Document Controller 2012**     * Maintaining records of documents transmittal form; * Distribute, sort, read and annotates incoming documents & mails, attaching the necessary file   to facilitate necessary action as directed by the PMT;   * Tracking the status of all project documents under review by the Project Management team (PMT)   to ensure responses are received in a timely manner;   * Handing over of complete and up-to-date report, project close-out documentation to the information   center as part of the project close-out process;   * Periodic running of deliverables reports; * Periodic visit to site, to check if the current revision of document are in use; * Maintenance of project/departmental files and Master Document Register (MDR) system, ensuring   they are correct and up-to-date at all times, allowing the rapid and efficient retrieval of accurate  hard and electronic information;    **Tower Aluminium Rolling Mills**  **Data Entry Operator 2009**     * Responsible for documents and data control activities on daily production; * Daily entry of production information/report & monthly production recovery report on SAP; * Gathering all documents electronically; * Run reports on daily production status as required; * Ensuring a timely production document review cycle; | | | |  | | | | **Damvic Nursery Pry/College** | | **Class/Subject Teacher 2008** | | | | * Develop schemes of work and lesson plans in line with curriculum objectives; * Assess, record knowledge and understanding progress and prepare pupils/students for assessment tasks; * Challenge and inspire pupils to help them deepen their knowledge and understanding;   **Cross Global Links Limited**  **Marketing Executive 2005**   * Develop marketing campaigns that promote product and services by planning, organising events,   public relations advertising and distribution of products;  **Pharmclaves Pharmaceuticals, Lagos**  **Customer Care Officer 1999**   * Interacted with customers to provide and process information in response to inquiries, concern   and request about product and services;   * Typing of official letters, proposals, quotations and introduction letter for the Managing Director   and Admin using MS Word and Power point; | | | | | | | |
| |  | | --- | | **Hobbies** | | |  |  | | --- | --- | |  | Travelling, Reading and Meeting people | | | | | |
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| |  | | --- | | **Qualities** | | |  |  |  | | --- | --- | --- | |  | * Excellent written, presentation and oral communication skills. * Dynamic and result Oriented * Excellent team player * Self-Motivated and confident * Distinct leadership qualities |  | | | | | |
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| |  | | --- | | **References** | | |  |  |  | | --- | --- | --- | |  | **On Request** |  | | | | | |
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