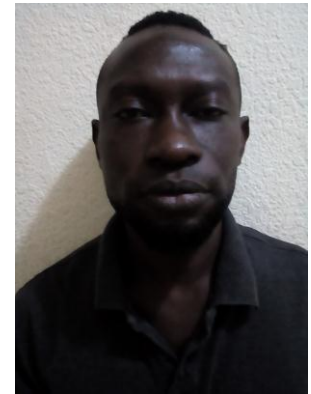


Name: Ewoigbe Isibor Shedrack
Mobile: +971529969129
Email Address. isiborshedrack@yahoo.com, djsodeep247@gmail.com
Current Address: Baniyas Building, Baniya Square, Deira Dubai, UAE



Nationality : Nigerian
Date of Birth : 09 November, 1981
Place of Birth : Port Harcourt, River State
Gender : Male
Marital Status : Single
Religion : Christianity
Passport No : A10381908
Date of Issue : 02 April, 2019
Date of Entry : 26 April, 2019
Visa Status : Visit Visa (3 Months)
Language : English (Speaks & Writes Fluently)
Hobbies : Playing Music, Football, Video/Computer Game

OBJECTIVES

To pursue a challenging career in a prestigious organization having attractive working environment, prospects of learning and growth, in line with educational qualification, skill, proficiency and experience and to utilize my capabilities to the fullest to improve and excel.

EDUCATIONAL ARCHIEVEMENT & QUALIFICATION

- Certificate in Multi Media Concept/NIIT – Port Harcourt, Rivers State, Nigeria
- S.S.C.E (Senior School Leavers Certificate) in Ujoelen Grammar School – Ekpoma, Edo State

WORK EXPERIENCE & PREVIOUS EMPLOYERS

OIL & GAS BROKER - NNPC Joint Ventures/Re-Sellers (Since 2007 till date)

- Online marketer/sourcing buyers for sellers
- Middleman between buyers & sellers in the Oil & Gas sector
- Product negotiator for NNPC registered Agents/Re-sellers & Buyers
- Submitting any offers to the seller for consideration.
- Working on the seller's behalf in coordinating the transaction process
- Working with the buyer on their behalf in negotiations with the seller through their mandate/agent

BARBER & SALOON MANAGER - Hair Galleria Unisex Saloon - Lagos, Nigeria (2016 - 2018)

- Cut and trim hair according to clients' instructions or current hairstyles, using clippers, combs, handheld
- Clean work areas and sterilize scissors, combs, clippers, other instruments and facilities.

- Blow driers, and scissors
- Drape and pin protective cloths around customers' shoulders.
- Question patrons regarding desired services and haircut styles.
- Discuss service options or needs with clients.
- Record services provided on cashiers' tickets or receive payment from customers.
- Perform clerical and administrative duties such as keeping records, paying bills, and hiring and
- Supervise service workers.
- Order materials, supplies, or equipment.
- Curl, color, or straighten hair, using special chemical solutions and equipment.
- Apply solutions to hair for therapeutic or cosmetic purposes.
- Stay informed of the latest styles and hair care techniques.
- Suggest/provide treatments to alleviate hair problems.
- Apply cleansing or conditioning agents to client hair, scalp/skin and shampoo hair
- Recommend and sell lotions, tonics, or other cosmetic supplies.

CUSTOMER/PUBLIC SERVICE ASSISTANT – The Governor's Office - Benin City, Edo State, Nigeria (2015 – 2016)

- Providing assistance to the general public by answering the telephones.
- Accepting payments
- Processing various applications and paper works
- Maintaining customer account information.
-

BAR MAN/WAITER/MUSICMAN - Swiss Bar - Lagos, Nigeria (2013 - 2014)

- Arrange bottles and glasses to make attractive displays
- Assessing customers' needs and preferences and make recommendations
- Provide recommendations and suggestions to guest for choosing Drinks and Snacks
- Keeping the bar counter and work area neat and clean at all times
- Interact with customers; take orders for drinks and snacks
- Plan and present bar menu
- Serve snacks and drinks to the customer
- Check identification of the guest to make sure they meet age requirements for purchase of alcohol and tobacco products
- Playing all genre of good music for customers' listening pleasure

FRONT DESK/RECEPTIONIST - Yoke Hotel & Suites Lagos, Nigeria (2011 - 2013)

- Welcome and greet guests
- Answer and direct incoming calls
- Inform guests of hotel rates and services
- Make and confirm reservations for guests
- Ensure proper room allocation
- Register and check guests in/out
- Confirm relevant guest information
- Verify guest's payment method and imprint credit cards for authorization

- Issue room keys and direct guests to their rooms
- Maintain clear and accurate records of guest room bookings
- Compute all guest billings, accurately post charges to guest rooms and house accounts
- Receive and transmit messages for guests
- Listen and respond to guest queries and requests both in-person and by phone
- Provide accurate information about local attractions and services
- Liaise with necessary staff including housekeeping and maintenance to address any problems or complaints made by guests
- Complete and maintain any incident reports, daily activity and other reports requested by management
- Manage conference room bookings and scheduling
- Review accounts and charges with guests during the check-out process
- Inform housekeeping when rooms have been vacated and are ready for cleaning
- Monitor visitors to the hotel
- Maintain a neat and orderly front desk and reception area

ASSISTANT PURCHASING & PROCUREMENT MANAGER (On A Contract) - Bredero Shaw Cor Company – Onne Oil & Gas Free Zone, Rivers State, Nigeria (2006 - 2007)

- Responsible for the ordering of materials, supplies, equipment, and the follow through with Vendors on shipment and delivery.
- Advises staff and/or faculty as to appropriate choices of standard items to be purchased for offices, field workers and laboratories.
- Selects vendors, places orders, and arrange for service contract
- Follows up on orders to ensure that materials are shipped and delivered on promised dates.
- Maintains records and follow up files of purchases, shipments, and related matters.
- Maintains files of descriptions of available supplies.
- Inspect of products received for quality and quantity to ensure adherence to specifications.
- Maintaining daily, weekly and monthly expenses records.

SECURITY GUARD - Sharkel Security LTD- P.H, Rivers State, Nigeria (2002 to 2005)

- Securing lives, properties in a giving premises by monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs
- Valuating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

OTHER KEY SKILLS

- Strong knowledge in IT skills Microsoft Office Systems; MS Word, Excel, Email and Internet
- Good in computing and Internet/Online Data Applications/Entries
- Excellent telephone manner
- Ensuring an efficient running and operation of the Reception Desk
- Good organization and prioritization skills
- Self-motivated, proactive, punctual & hardworking
- Ability to listen and anticipate
- Fully aware of all Health & safety legislation relating to work area
- Good team player
- Quick grasping power
- Always willing to learn new
- Ability to work in a pressurized and competitive environment
- Self motivated initiative with a high level of energy
- Strong verbal, writing and personal communication skills
- Good and efficient decision making

DECLARATION

I hereby declare the above information finished is true to best of my Knowledge.

Ewoigbe Isibor Shedrack.