

DAVID SYLVANUS UKPETTEH

An experienced Administrator and Operations Team Lead with a demonstrated history of working in the construction, finance and biomedical industry. Skilled in Advertising, WordPress, Media Relations, International Relations, and Web Design.

David is an ambitious, disciplined, energetic and cerebral young graduate of 'History and International Studies', with postgraduate studies in Economics and Advertising. His main drive is helping organizations achieve seemingly impossible targets, by engaging all his physical and intellectual potentials. Empathy, integrity and professionalism form the core of his guiding principles.

Experience

2019-12 – Present **Team Lead, Admin and Operations**
Westshore Medical LTD, Lagos

Westshore is a growing medical company focused on importation, sales, maintenance and repairs of medical equipment, consultancy and general support of hospitals and medical establishments. The company has some of the biggest medical establishments across the country on its clientele. Leading the admin and operations team, I acted as the company's representative, taking major decisions on behalf of the board based in the United Kingdom. Some of my specific responsibilities include:

- Acquiring warehouses and facilities for the company.
- Receiving shipments, facilitating sales and deliveries.
- Ensuring payment of bills and any other liability.
- Liaising with government and other regulatory agencies.
- Relating with clients and ensuring satisfactory service.
- Ensuring smooth operations of the company.

Personal Data



Date of Birth: 02-07-1993

Sex: Male

Marital status: Single

Nationality: Nigerian

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Social Media:

[linkedin.com/in/davidukpetteh](https://www.linkedin.com/in/davidukpetteh)

[facebook.com/sylvadavid](https://www.facebook.com/sylvadavid)

Languages

English	C2
French	A2
Hausa	B1
Efik/Ibibio	C2

Skills and Qualities

- Web design (Wordpress expert).
- Office management.
- Basic accounting and banking.
- Office tools and software.
- Highly intelligent.
- Good marketing skills.
- Ability to work under pressure with little or no supervision.
- Empathy and love for humanity and nature.
- Target driven and result oriented.
- In-depth knowledge of the Nigerian bureaucracy and political system.
- Effective communication skills.
- Great multilingual abilities.
- Good at negotiation and persuasion.
- Integrity and honesty.
- Motivated, hardworking and Loyal.
- Enthusiastic, optimistic and happy.

Hobbies

- Writing, Travelling, Sports, Reading.

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2019-05 – 2019-11 Admin/Personnel Manager

Bertola Machine-Tool LTD, Lagos

Bertola is Nigeria's biggest player in the machine and tools sub-sector. The company is mainly into the importation, assembly, sales and repairs of all kinds of agricultural, construction and home equipment.

Though I was employed as a mid-level supervisor, I was soon promoted to work as a Manager, overseeing almost a hundred staff spread across its seven branches in Nigeria's major cities. Aside mainstream administration, I served actively within the compliance, legal, CSR and facility maintenance units. Some of my key mandates include:

- Reviewing vacancies and recruiting perfect team members for the company.
- Renewal of all utility bills for the head office and branches.
- Maintenance of company assets.
- Checking other heads of departments and branches.
- Relating with government regulatory agencies, representing the company and taking major decisions on the company's behalf.
- Reviewing and contributing to court writs, and representing the company whenever litigations arise.
- Acting as a bridge between the management and the staff.

2019-04 – 2019-05 Marketing Executive

Custodian Investment PLC, Lagos

Custodian is arguably the biggest player in Nigeria's "other" financial sector. It has interests in diverse areas including insurance, pensions and general savings and investment. Serving within the pensions unit, some of my main responsibilities include.

- Studying the market, and advising the company on products and policies.
- Relating with prospective clients to help determine the best accounts and policies that match their needs.
- Winning clients for the company.
- Promoting the values and image of the company.

2018-10 – 2019-03 Farm Manager/Partner

Jainda Farms, Uyo

Jainda farm is a family agricultural investment I established in partnership with my mother and managed. Our areas of interest cover poultry, fishery and oil palm. Some of my core responsibilities included:

- Day-to-day running of the farm.
- Hiring and supervising 7 co-workers.
- Procurement of farm equipment.
- Marketing of farm products.
- Bookkeeping of farm records.

2016-10 – 2018-07 Frontline Intern

Access bank Nigeria PLC

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Access bank is presently Africa's biggest bank by customer base. It's reputed for offering the most superior customer service in the industry.

Being part of this success story gladdens my heart. Serving within the Retail Operations unit, some of my responsibilities included:

- Telling – Cash transactions
- Customer care
- ATM and POS maintenance
- Marketing of products

2015-11 – 2016-10

Administrative Officer

Kano State Housing Corporation

I volunteered here as part of my year of National Service. I served at the Open Registry, which housed some of the most important files of the company. Some of my core responsibilities included:

- Safekeeping of sensitive and non-sensitive documents.
- Handling internal and external communications.
- Receiving guests, answering queries and helping with the right direction.
- Sorting and follow up of files.
- Maintaining every necessary book of account.

2012-01 – 2015-09

Administrative Assistant

Janedave Ventures, Uyo

Janedave Ventures is a small company into general contracts. I worked here part time, while pursuing my degree at the university. Some of my main responsibilities here include:

- Monitoring, analyzing, preparing and submitting job tenders.
- Procurement of equipment.
- Supervision of site work.

Education

2019 – 2020

Post-Graduate Diploma in Economics – University of Lagos

2011 – 2015

B.A (Hons) History and International Studies – University of Uyo

2004 – 2010

Senior School Certificate (WAEC) – Saint Brian's Model College

1998 – 2004

First School Leaving Testimonial – Christ the King School, Uyo

Other Formal Trainings and Certifications

2017-05

DELTA A1 – Republique Française Ministere de L'Education Nationale

2016-11

Telling for Beginners – Access bank School of Banking Excellence

Referees:

Available on request.