

UDECHUKWU ADAH

15 Fashoro street, Abesan Estate, Ipaja 07065931387 Male udeadah@yahoo.com

I am hands-on, highly motivated, innovative, performance driven, deadline-oriented, versatile and a team player with upbeat, positive attitude.

EXPERIENCE

MAY 2021 – PRESENT

SETTLEMENT OFFICER, BLUERIDGE MICROFINANCE BANK

I monitor the integrity of all account transactions, reconcile balances, and I ensure all clearances and settlements are made on time.

FEBRUARY 2020 – MAY 2021

EMPLOYEE RELATIONS MANAGER, OPAY

I maintain and implement best practices, I resolve complaints efficiently and effectively, I disseminate knowledge and I build and maintain relationship with staff.
My job entails understanding staff needs and developing plans to address them.

OCTOBER 2019 – FEBRUARY 2020

HR INFORMATION OFFICER, OFOOD & OPAY QR

I supervise HR information systems, generate HR report, design processes and guidelines, process employee data and maintain data enquiry

JULY 2018 – JULY 2019

ADMINISTRATIVE MANAGER, KINGSTECH NETWORK LIMITED

I supervise administrative personnel, assess staff performance, manage schedules and monitor the budget.

JULY 2017 – DECEMBER 2017

ASSISTANT FLOOR MANAGER, TCW STORES

I supervise staff, train staff and manage inventory

AUGUST 2015 – MAY 2017

ADMINISTRATIVE MANAGER, KINGSTECH NETWORK LIMITED

I supervise administrative personnel, assess staff performance, manage schedules and monitor the budget.

MAY 2013 – AUGUST 2014

SECRETARY, KINGSTECH NETWORK LIMITED

I supervise administrative personnel, assess staff performance, manage schedules and monitor the budget.

FREELANCE CONTENT WRITER

TECHVANDO
PROGOSTECH

NOVERMBER 2019 –PRESENT
JULY 2018 – JULY 2019

EDUCATION

2008 – 2012

**OBAFEMI AWOLOWO UNIVERSITY, B.SC INTERNATIONAL
RELATIONS**

2001 - 2007

AIRFORCE SECONDARY SCHOOL

SKILLS

- **GOOGLE** **2018**
THE ONLINE MARKETING FUNDAMENTALS
AdWords Fundamentals
- **ADVANCED LEARNING INTERACTIVE SYSTEM ONLINE (ALISON)**
Diploma in Human Resources
Diploma in Customer Service
Diploma in Project Management
Diploma in Psychology
Diploma in Workspace Safety and Health
Diploma in Information Technology Management
Diploma in Effective Communication for Managers
Diploma in English Writing Skills
- **INSTITUTE OF STRATEGIC MANAGEMENT NIGERIA (ISMN)** **2015**
Associate Member
- **HP LIFE E LEARNING** **2015**
Certificate in Effective Leadership
Certificate in Strategic Planning
Certificate in Inventory Management
Certificate in Maximizing Capacity
- **88 MAG COMPUTER TRAINING CENTRE** **2008**
Diploma in Computer Studies

ACTIVITIES

Reading Novels and Manga
Watching Anime
Author of Nuven, Shire Katsugi and Renishii.