

ARCHIBONG, EMMANUEL MONDAY

NO. 54 UDOH STREET, UYO

AKWA IBOM STATE, NIGERIA

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EDUCATION

- **M.Sc in Agricultural Extension (Agricultural Extension and Rural Development; *Distinction*)**
University of Uyo, Uyo, Akwa Ibom State
August, 2021
- **Bachelor of Agriculture (B. Agric) (Agricultural Economics & Extension, Second Class; Upper Division)**
University of Uyo, Uyo, Akwa Ibom State
June, 2016
- **Senior Secondary School Certificate (SSCE)**
Community High School, Afaha Obong, Abak,
Akwa Ibom State
June, 2009
- **First School Leaving Certificate (FSLC)**
Bishop Clark's Central School, Abak,
Akwa Ibom State
July, 2003

PROFESSIONAL EXPERIENCE

Assistant Manager, July, 2022 – Present

Ibom Integrated Farms Limited (Songhai Model Farm), Awa Ndon, Onna Local Government Area Akwa Ibom State.

Working in collaboration with the General Manager in:

- Managing and coordinating all the phases of production
- Managing inventory levels of farm supplies such as agrochemicals, feeds, drugs, pesticides etc and check for regular restock in a timely manner
- Developing and managing a budget for the farm, including costs of supplies, labour, maintenance, and other expenses
- Maintaining accurate records of financial transactions, including sales figures, inventory levels, and expenses
- Overseeing farm workers, including hiring, firing, training, and disciplining them as needed
- Marketing/advertising the farm's products.
- Farms' students industrial training coordinator
- Scheduling and overseeing the activities of Corp members and trainees
- Participating in host community engagement and agricultural extension outreach.

Livestock/Marketing/Procurement Supervisor, December, 2018 – June, 2022

Ibom Integrated Farms Limited (Songhai Model Farm), Awa Ndon, Onna Local Government Area Akwa Ibom State.

- Supervised production activities
- Procurement of quality farms' inputs
- Assisted with bills receipt and payments as well as data entry.
- Managed and supervised the receipt, storage, distribution and issuance of equipment, apparatus, materials, and supplies; and other related duties within the farm.
- Responsible for maintaining and updating farm/ warehouse inventory records and bin cards.
- Coordinated and supervised casual staff in ongoing farm projects.
- Prepared budgets and work plan
- Marketed of the farm's tangible and intangible services like Training and Ecotourism
- Scheduled and oversees the activities of Corp members and trainees

Enumerator, January, 2020 – December, 2020

Federal Ministry of Agriculture and Rural Development, Project for Agriculture Co-ordination and Planning (FMARD/PACE) and Agriculture for Food and Job Plan (AFJP)

- Identification of farmers and their farms
- Registration of farmers and their farms using ODK collection android mobile Application

Independent Monitor, November, 2018

Ministry of Health, Akwa Ibom State - UNICEF Supported Maternal Neonatal Tetanus Elimination Campaign

- Participated in supervising MNTE intervention process and monitoring of intervention in communities within the state.
- Participated in filling supervisory questionnaires daily for the campaign period.
- Participated in interviewing beneficiaries using a questionnaire for the campaign period.
- Visited houses and other areas to check the vaccination status and provide an independent measurement of coverage and other data such as reasons for non vaccination.
- Collated and compiled the administration of the vaccines to the target beneficiaries and compliance level using spread sheet.

LGA Operations Support Staff, August, 2018 – October, 2018

Ministry of Health, Akwa Ibom State. Long Lasting Insecticidal Nets (LLINs) Campaign - USAID/Global Health Supply-Chain and Procurement Supply Management (GHSC-PSM)

- Collated attendance sheet and compare it with the number of people either at the training or on the field, verify names, conduct spot checks for paper attendance, populated the information from the support documents in a required excel template.
- Tracked attendance and training Supervisors during all campaign activities.
- Liaised with vendors to ensure refreshments get to the training centres at the right time.
- Personnel information updates on excel sheet
- Used several of instructional techniques or formats, such as role playing, stimulations, team exercises, and group discussions during cluster training.

Assisting the Community Inspector, November, 2016 – October, 2017

National Youth Service Corp (NYSC),

Community Department, Ughelli North Local Government Council, Delta State.

Research intern, November, 2014 – December, 2014

Songhai Rivers State Development Initiative Farm, Bunu Tai, Rivers State

Staff, January, 2010 – November, 2011

St. Douglas Farm, Manta Junction, Abak, Akwa Ibom State

CERTIFICATIONS

- Post Graduate Diploma in Human Resources Management (PDG-HRM) - 2022
- Certificate in vegetable seedling production, East-West Seed, Wageningen University & Research - 2020
- Certificate in Monitoring And Evaluation Fundamental Course, USAID - 2018
- Diploma in Information Technology - 2017
- Certificate in Agro-Production, Research and Sustainable Development - 2014
- Certificate in Desktop Publishing - 2010

MEMBERSHIP OF PROFESSIONAL BODY

- Chartered institute of Human Resources Management

HOBBIES AND INTEREST

- Reading, Research and Football

COMPUTER/TECHNICAL SKILLS

- Proficient in the use of Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint), ODK App, Redrose, Corel draw and SPSS.
- Good communication and analytical skills
- Database management
- Forward planning
- Exemplary leadership and supervisory skills
- Strong Negotiation skills
- Good Relationship Management
- Excellent marketing and negotiation skills