

# JOY NNEKA EJIM

Address: Lagos, Nigeria | Phone: +2348064424662, +2347089380338

Email: [joy.ejim@yahoo.com](mailto:joy.ejim@yahoo.com)

LinkedIn: [linkedin.com/in/joy-ejim-a94b9231](https://www.linkedin.com/in/joy-ejim-a94b9231)

## PROFESSIONAL SUMMARY

Have 10 years of professional experience in chemical laboratories in Petroleum, Gas, FMCG, Quality Management System, Occupational Health, Administration and Management. I am an analytical minded chemist with extensive experience in analytical activities and quality control and assurance. Familiar with usage of modern chemical laboratory equipment and have done analysis on medium as well as large sized chemical laboratories. I have excellent management and organization skills and by this I manage and train a team of chemists and carry out supervisory role and various operations and experiments successfully. I have vast experience working efficiently and effectively in high pressure environment.

## KEY SKILLS & COMPETENCIES

- Full understanding of the global best practices and value chain functioning of the oil & gas sector.
- Proficient in Microsoft Office Suite, SPSS, SAP, Depoman software
- Astute in strategic thinking and planning with well-developed assessment, observation and analysis, competent, innovative, organized and perceptive
- Diligent, meticulous, target-oriented and keen on progress
- Knowledge of various petroleum products and their characteristics; ability to interpret results of petroleum analysis
- Knowledge of laboratory techniques; test and sampling procedures; handling and maintenance of laboratory equipment
- Easy adaptation to new endeavours and willing to be trained to become more equipped and capable

## EDUCATION

<b>Lagos State University – B.Sc. Biochemistry (First Class Honors)</b>	<b>2008</b>
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## PROFESSIONAL TRAININGS & CERTIFICATIONS

Natural Gas	<b>2020</b>
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The State University of New York (University at Buffalo) {Cert. No: HK55QDTMBU96}

Energy Transition: Innovation towards a low-carbon future (MOOC Oil and Gas) IFP School, France	<b>2019</b>
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Tomorrow's Mobility (MOOC Oil and Gas) IFP School, France	<b>2018</b>
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"Accurate analytical data: The fulcrum for reliable scientific investigation" Stakeholder's laboratory workshop (Organized by the Department of Petroleum Resources)	<b>2017</b>
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Mastering bitumen for better roads and innovative applications (via Coursera) École des Ponts ParisTech, France {Cert. No: JP2YVVHR8ZBK}	<b>2016</b>
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From exploration to distribution (MOOC Oil and Gas) IFP School, France {Cert. No: IFP/OG2/8B688}	<b>2016</b>
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Technical and environmental challenges for the automotive sector (MOOC Sustainable Mobility) IFP School, France {Cert. No: IFP/SM2/c081337}	<b>2015</b>
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BP Oil International Certificate (Third Party Traders Course) British Petroleum (BP)	<b>2014</b>
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Leadership and Management Skills Certificate Chyles Pathways Leadership Development	2014
Environmental Management System Auditor/ Lead Auditor Certificate (ISO 14001) Capable People {Cert. No: EMSLA-3813}	2013
Quality Management System Auditor/ Lead Auditor Certificate (ISO 9001) Capable People {Cert. No: QMSLA-3610}	2013
Basic Quality Control and Petroleum Depot Operations Training Certificate Synergy Inspection Services Ltd. (S.I.S.)	2011

## EMPLOYMENT HISTORY

<b>Chemist (QA/QC) (H.O.D. Laboratory)   Gulf Treasures Limited (Oil and Gas Company)</b>	<b>2011 - Present</b>
<ul style="list-style-type: none"> <li>Develop, maintain and continually improve the effectiveness of our quality management system.</li> <li>Conduct quality checks using ASTM and IP Methods i.e. chemical and physical analyses (including Density, Flash point, Distillation profile etc.) of various petroleum products from vessels and the storage tanks to ensure that they meet specification</li> <li>Ensure routine daily test analysis are carried out before commencement of operations (or daily loading) for onward distribution</li> <li>Drive reduction in turnaround time without compromising test quality</li> <li>Ensure that all products received and produced meet company specifications; undertake quality checks and prepare release and other appropriate documentation and reports</li> <li>Liaise with third party inspectors and regulatory authorities on product recertification</li> <li>Communicate, implement and monitor new product quality standards and ensure that up-to-date laboratory test methods and processes are in use</li> </ul>	
<b>Operations Manager /Depot Administrator   Gulf Treasures Limited (Oil and Gas Company)</b>	<b>2018 - Present</b>
<ul style="list-style-type: none"> <li>Oversee and co-ordinate depot operations e.g. Authorize and supervise meter loading requests/program, waybills, product receipts from vessels and tank transfer receipt, loading and other general depot activities.</li> <li>Conduct product stock reconciliation/sales reconciliation with the MD and generate stock report/truck out/manifest as requested by government agencies e.g. DPR, PEF, PPPRA,PPMC etc</li> <li>Daily treatment/approval of payments (after bank statement confirmation) and release of load order, so that tickets can be raised and then programming will follow</li> <li>Ensure quality checks and procedures are duly carried out and documented while monitoring non-conformances in the depot.</li> <li>Ensure smooth administrative running of the depot, attend to outstanding issues and ensure the maintenance of a safe and secure environment for personnel.</li> <li>Ensure that truck loading operations and all other depot activities are conducted in adherence to safety and other applicable regulations.</li> <li>Fixing of depot sales prices of products after thorough price survey and approval from the MD daily (taking into cognisance the product's landing cost)</li> </ul>	
<b>Assistant Laboratory Analyst (Quality Assurance Department)   Nestle Nigeria Plc</b>	<b>2008</b>
<ul style="list-style-type: none"> <li>Laboratory analysis of various products (such as Milo, Maggi, Golden Morn etc.) to ensure the conformity to specified standard</li> <li>Occasionally checking the finished product on the line</li> <li>Random selection of packaged products to check for defects (including bad wrapping and net weight</li> <li>Ensure accurate and proper documentation of relevant data daily</li> <li>Collation of periodical statistics (i.e. weekly and monthly) and reporting new development to appropriate authorities</li> <li>Equipment operation and management</li> </ul>	

## REFEREES

Available on request