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| **ODIA IVBAKHONEMU STEPHEN** |  |
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|  | * [Stephenodia05@yahoo.com](mailto:Stephenodia05@yahoo.com) * Sex: Male |
|  | * 6, Aletile street Kirirkiri town Lagos state * 25th April , Edo state |
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* **SUMMARY**

A Passionate with strong desire to connect the world through technology, willing to learn by the days, I love working side by side with people of all backgrounds and disciplines, I have a strong passion about Human Management and I will want to work where I’m trusted from first day at work, I have strong verbal and written communication skills. And above all policy’s which enhance operational efficiency, supervising and execute project vision from start to finish while adapting to change and shifting priorities.

* + - * **CORE COMPETENCIES**
      * Ability to develop team spirit and ability to work
      * Good understanding of structure.
      * Continuous improvement, flexibility and integrity, with or without supervision.
      * Ability to think strategic and process improvements
      * Good understanding of communication skills
      * Good management and leadership and above all passion for accuracy and execellence

* **WORK EXPERIENCE**

**CONFERENCE HOTEL & SUITES OGUN STATE**

***Front Desk Office*** May 2018 – Nov 2019

* Developing solutions by studying requirements analysis and information needs;
* Handling multiples complains of customer.
* Directed initiatives to reduce disputes and grievances among guest.
* Maintaining a working knowledge of all guest service to maximize quality of documentation and minimize delays.
* Creating an excellent relationship with all guests.
* Making use of an inputted software for checking in and checking out of the guest.

***ADAMU GLUMA MODAL SCHOOL*** KEBBI STATE May 2017– April 2018

**Class teacher\subject teacher**

* Preparation and delivering lectures to senior student on topic.
* Evaluation and grading of student class work, assignment and paper.
* Prepare course materials such as syllables and home work assignment.
* Compile, administer and grade examination.
* Plan, evaluate and revise curricular, course content and course materials and methods of instruction.
* Initiate, facilitate and moderate classroom discussion and maintain regular schedule office hours to advise and assist student
* Keep abreast of development in the field by reading current literature, talking with colleague, and participating in professional conferences.

***SAMGAB UNIQUE INTERBIZ*** Jun 2013 – Aug 2015

**Admin Manager and Human Resources**

* Collaborated with stakeholders to maintain a deep understanding of company policies.
* Developed tools and procedures to support other departments.
* Selling company services via telephone, online, and other means resulting in 75% increment of company input.
* Identifying, reaching and targeting new business prospects.
* Employing new staff and making sure they meet the standard of the organization.
* Identifies hiring needs and recruitment plans, making organizational charts and develop the position description.

**RECI RESTATING COMPANY OYO STATE** Feb 2011 - Mar 2013

***SITE ENGINEER & SUPERVISING COORDINATOR***

* Worked on confidential projects in constant focus on the client objectives of quality, cost and updates of event on sites.
* Delegated tasks to coworkers for better efficiency under firm deadlines.
* Found, investigated and report in loading assessments of new and existing structures on site.
* Analyzing and carrying out details information’s of plans layout.
* Solving technical issues, Providing advice, management and preparing reports
* Estimating materials, constructions, labour cost and liaising with local contractors.
* **EDUCATION**

**The Polytechnic of Ibadan**– Oyo State, Nigeria

Higher National Diploma – Civil Engineering 2016

**The Polytechnic of Ibadan–**Oyo State, Nigeria

National Diploma – Civil Engineering 2012

**Omowunmi College** – Ogun State, Nigeria

West Africa Examination Council 2010

**Sipson Foundation School** – Ogun State, Nigeria

First Leaving Certificate 2004

**CERTIFICATION**

Health Safety Security and EnvironmentHSSE (level 1-3) Global Safety

And Professional Development Consult. Oyo State, Nigeria 2019

National Youth Service Corps 2018

**NYSC**   Kebbi State, Nigeria

Microsoft Package Oreofeayo Computer Institution Ogun State, Nigeria 2017