**ADEGOKE STEVE IWEANYA**

**28 NTA APARA LINK RD, RUMUIGBO NEW LAYOUT**

**RUMUIGBO, PORT HARCOURT**

**Stephen.adegoke@unn.edu.ng**

**Tel: 08037875798, 08119234773, 08082837759**

**PERSONAL DATA**

**Surname: Iweanya**

**Other Names: Adegoke Steve**

**Residential Address:** NTA/Apara Link Road New Rumuigbo Layout Port Harcourt Rivers

**Phone Number:** 08037875798, 08119234773, 08082837759

**E-mail Address**: Stephen.adegoke@unn.edu.ng

**Date of Birth**: 23rd March 1964

**State of Origin**: Anambra

**Home Town:** Onitsha

**Nationality**: Nigerian

**Gender**: Male

**Status**: Married

**EDUCATIONAL QUALIFICATIONS:**

* General certificate of Education Examination (GCE) Dec. 1979
* Institute Management and Technology (IMT) Enugu

 (Ordinary National Diploma- Banking and Finance) Sept 1991

* Institute of Management and Technology (IMT) Enugu

 (Higher National Diploma-Banking and Finance) Mar, 1996

* University of Calabar- Post Graduate Diploma (PGD)

 (Human resources Management) Oct. 2000

* University of Calabar Master in Business Administration (MBA)

 (Human Resource Management) Mar, 2005

**Other Qualifications Obtained**

1. National fire prevention project training certificate
2. Nigeria Institute of Safety Professionals 2005
3. Plus other S.P.D.C. Training/Workshops on HSE 2006

**CAREER DETAILS**

**DAILY TIMES OF NIGERIA, LAGOS**

**Post**: Dispatched Clerk

**Duration** 1983-1985

**Job Contents:** Marketing Division

* Preparation of dispatch papers of all the dailies to various parts of the country
* Arrangement of the bundles of the dailies according to their destinations
* Cross checking all documents to make sure they tally with all the dispatching papers

**UNITED BANK FOR AFRICA PLC (UBA), BENIN CITY**

**Post**: Clerk

**Duration** 1987-1990

**Job Contents**: Saving Account Department

* Blacking of ledger cards into their various lost and posting of Interest
* Filling back ledger cards into their various lots and posting of customers passbook

 Current account Department

* Blocking of amount on customer ledger cards, and presenting them to the office for signature identification
* Sorting of duly signed cheques to paying cashiers for payment
* Cross checking of uncleared effects in the registration book

**Entries Department**

* Receiving of cheques payment into customers various accounts
* Making entries of the paid cheques
* Preparation of company/personal cheque books

**EGIAMATU SYSTEM LTD.., PORT HARCOURT**

**Post**: Sales Representatives

**Duration**: 1991-1993

**Job Contents:**

* Procuring, sales and marketing of the company’s product and acquainting potential client with the users, and minor maintenance of the products.
* Soliciting for potential customers through door to door marketing advertisement

**HOTEL PRESIDENTIAL, PORT HARCOURT**

**Duration**: July 1996- June 1997 (NYSC)

**Job Contents:**

* Ensuring that proper financial records of all transactions are maintained, preparation of clients bills and dispatching them for immediate payment \

**Post**: Accounts/Senior Liaison Officer

**Duration**: July 1st 1997-2004

**Job contents:**

* Collection of deposit, making refunds, recording of cash and bank transactions
* Drawing up of bank reconciliation statements
* Financial analysis based on financial records
* Being a 5-star Hotel, our dealings are basically with multinational corporations like SHELL, MOBILE, ELF etc
* Creating credit facilities to our company customers.
* Debts-drive, coordinating the relationship between our hotel and other oil companies, example, Shell, NLNG, etc in the areas of any financial misappropriations and the company’s image

**Post**: Senior Control Officer

**Duration**: Nov. 2004-March 2009

**Job contents:**

* Supervisor the monthly stock takings of all selling points, decade stock taking of all stores and Bars.
* Spot checking of any store/bar in order to control excesses or shortages.
* To query any excess or shortage discovered during stock takings and to put checks and balances of the supply of materials to the hotel’s general store

February -2006-March-2009

* Stock/inventory control
* Receiving of materials on behalf of company at the store/warehouse
* Checking of materials to know whether it meets the prescribed standard and up to date
* Taking inventories of the materials at the company store/warehouse
* Stock taking of the materials/product monthly for audit reports
* Checking out for expired products/materials or spoilage to avoid mishap and food poisoning
* Stock taking to avoid, shortage of materials/products

**Duration**: HEALTH, SAFETY AND ENVIRONMENT (HSE) OFFICE 2004-2009

Job content:

* In charge of overseeing the safety and cleanliness of the environment
* Carrying out fire drills and evacuation
* Making sure all smoke detectors are functional
* Supervise and review the medical reports of staff
* Make sure that correct PPE’s are used in carrying out any assignment in the Hotel
* Identifying hazardous situation and conducting training/workshop for general staff

University of Nigeria, Nsukka (UNN)

HIGEHR EXECUTIVE OFFICER (ACCOUNT

Duration Nov 3 2014-till date

Job contents:

* Collection and lodgment of cheques into Bank Account
* Reconciliation of Account Books
* Attending to Staff Movement Register
* Making payment to contractors

**REFEREES**:

Chief John I. Areh

The regional ECK Special Aide (RESA)

ECKANKAR Temple

Obi WALI Road, Rumuigbo

Port Harcourt

08030649050

Dr. (Mrs.) N.J. Modebe

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