

NDUAGUIBE, EMMANUEL

House 4 Hopeville Estate Sangotedo Lekki/Epe Exp way Lagos Nigeria
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PROFESSIONAL SUMMARY

A determined and brilliant professional with a definite academic background on medicine, Science And Valued experience in the administration. I have been active within the administrative sector For more than four years and have developed great experiences that is obligatory to succeed in the Unreliable world. I possess educational degrees with written skills and Good verbal Communication. I take a lithe tactic to work, applying on perfect level of details to everything, Acclimatizing to new goals and specific objectives. I can work meritoriously both independently and as a team player. I hope to join a forward-looking firm that is fulfilled with Nothing less than Excellence and perfection.

WORK HISTORY:

BRAINSPEC RESEARCH & PUBLISHING

Researcher & writer (Remote)

September 2020- March 2023

Help company collect data

Conducting research

Implementing ideas on research purposes

Accomplish specific objectives on research projects

JANOSY HOSPITAL LIMITED

Administrative officer

August 2019-December 2022

Make sure the system is running without any loophole

Stock the drugs and appropriate use of the drugs for out and in patients in the hospital

Make order of the hospital consumables when in sufficient

Supervised the maintenance of the environ and equipment

Ensure proper recording of finances of the hospital

SOCIETY EMPOWERMENT FOR TRANSFORMATION INITIATIVE, Port Harcourt, Nigeria (NGO)

Field officer (remote)

May2019 –June 2020

Conducted test for patients

Prepared solutions used for test experiments

Counsel patients with delicate medical challenges

Managed all the operations in the organisation

THE REDEEMED CHRISTIAN CHURCH OF GOD

Administrative Officer

December 2015- July 2019

I held each department accountable in their budget spending time usage, personal and Professional relationships

I organize information; manage team logistics communicate information relating to the church Calendar and work towards keeping day-to-day operations of the Church

I managed the storage, filing and security of the church documents

I managed the repair and maintenance of the Church office equipment and asset

DEALS INTEGRATED SERVICES

Administrative, Store & ICT officer

January 2015 - December 2015

I held each department accountable in their budget spending time usage, personal and Professional relationship

I organize information, manage team logistics communicate information relating to the organisation calendar and work towards keeping day-to-day operations of the company.

FAECARE FOUNDATION Port Harcourt Rivers State Nigeria (NGO)

Professional Volunteer, Field/ Program officer

June 2014 – April 2019

In depth knowledge of scientific and program works

In depth knowledge of monitoring, implementing and evaluating of Programs

Proven experience in the success of community outreaches

Proven ability to coordinate responsibilities and work routine

SOPHIA HOSPITAL AND LABORATORY SERVICES

Medical Administrative officer and Laboratory Technician

January 2012 – June 2012 (Contract)

Conducted test for patients

Prepared solutions used for test experiments

Counsel patients with delicate medical challenges

Managed all the operations in the Hospital

SKILLS

Excellent communicator, excellent team Player and interpersonal skill, High emotional stability and ability to work under pressure with minimal Supervision, High result oriented and objectives.

Proficient in Microsoft word Application, Proficient in Internet Utility Proficient in Microsoft PowerPoint.

EDUCATION : 2017-2019 University of Nigeria Nsukka Enugu Community Medicine MPH

2007-2012 University of Port Harcourt. Microbiology Technology B.Tech,

1997-2002 Brainfield Secondary School Port Harcourt WAEC

1991-1996 Air force state Primary School Port Harcourt FSLC

CERTIFICATION

Research Methodology and Application of ICT in Research University of Nigeria Nsukka
Enugu, 2018

RCCG Region 5 Administrative Training Port Harcourt, Rivers State

Nigerian Institute of Safety Professionals General Health, Safety and Environment. HSE
(level 3) 2009

Basics of Project Management, international Business Management Institute Berlin, Germany
2019

Ethics in Epidemics, Emergencies and Disasters, Research, Surveillance and Patient care
The Global Health Network in affiliation with Liverpool School of Tropical Medicine, East
African Consortium for Clinical Research and Worldwide Anti Malaria Resistance Network
(E-Learning)
2019

MEMEBERSHIP

Nigerian Red Cross Society

Nigeria Institute of Science and Laboratory Technology (NISLT)

INTEREST

Singing, Teaching, Reading, and Travelling and Surfing internet

RESEARCH WORK

Micro Organisms associated with used engine oil on polluted soil in Woji, Port Harcourt
Rivers State, Nigeria

Epidemiology and cost of management of Malaria in rural community of Oyigbo, Rivers State,
Nigeria

PERSONAL INFORMATION

Date of birth:	1 st June 1990
Country:	Nigeria
Place of birth	Abia state
State of origin:	Abia
Local government area:	Isiala Ngwa North
Marital status / sex:	Single / male
number of children:	None

Referees:

Dr Asemota Omuruyi

Shell Petroleum Development Company

Port Harcourt, Rivers State Nigeria

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Mr Tunde Adepoju

Slot Engineering Nigeria Limited

Port Harcourt

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Engr Vincent Egbeja

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