

GOGO, METONG MONDAY

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Address: Kings Village Town Portharcourt.

CAREER SUMMARY

- 5 years post NYSC as HR Personnel in Septagus Consulting
- Social Media Influencer
- 2 years as Human Resource Officer
- 2 years as Back Office Support Officer
- 3 years as Service Operations Officer
- Award as best Secretary in Freedom of Information Vanguard as Head Trainer
- 2 years as Content Creator/Writer

OBJECTIVES

- To build or work as a team, bent on using available resources in acquiring desired result.
- Creating the desired environment in an organization, necessary for high productivity through professional management of Human and Material resources in achieving feasible set organizational goals.
- Zero tolerance for Anomie syndrome and high passion for effective and efficient service delivery at all times.

PERSONAL DATA

- Date of Birth: 13th June 1992
- Sex: Male
- Marital status: Single
- Nationality: Nigeria
- State: Rivers
- L.G.A: Andoni

SKILLS

- Good Organization and Management Skill
- Expert in MS Office and Internet Services
- Excellent in Oral and Written communication Skill
- Good human management skill
- Ability to think critically
- Highly result and success Driven
- Excellent interpersonal relationship
- Human capital development skill

INSTITUTIONS ATTENDED/ACADEMIC QUALIFICATION

- **UNIVERSITY OF UYO, UYO** **2013-2017**

Bachelor of Science Degree in Political Science/Public Administration
(SECOND CLASS HONOUR) Faculty: Social Science

- **GOVERNMENT COMPREHENSIVE SECONDARY SCHOOL, BOROKIRI** **2004-2010**

West Africa Examination Certificate (WAEC)

- **UNIVERSAL PRIMARY EDUCATION, BOROKIRI** **1998-2004**

PUBLICATIONS AND RESEARCH WORK

- The Impact of Valued Based Leadership on Organization Performance published as research work in 2017

EXPERIENCE

- **ASISTANT HUMAN RESOURCE OFFICER** **2019 - 2022**

SEPTAGUS CONSULTING

RESPONSIBILITIES

- Sending prompt mail to outsourced partners and staff
- Handling of staff leave application
- Receiving staff enquires and attending to them.
- Reviewing job applicants applications to ascertain qualified candidates
- Interviewing of Job applicants
- Onboarding of new staff members
- Orientation of Staff
- Updating database of staff members.

■ **SERVICE OPERATIONS OFFICER**

2018 2019

FREEDOM OF INFORMATION VANGUARD (NGO)

RESPONSIBILITIES

- Scheduling meetings for the Head of FOI group
- Keeping of accurate records
- Sending of prompt emails to relevant bodies
- Attending to client's complaints professionally.
- Attending to staff welfare.
- Representing the organization internally and externally.

■ **ADMINISTRATIVE OFFICER/TEACHER**

2018-2019

SAINT PATRICK UGEP. (NYSC)

RESPONSIBILITIES

- Responsible for registering students
- Proper documentation of school fee payment
- Proper and accurate record keeping
- Attended to students complains professionally

■ **INEC ADHOC STAFF (NYSC)**

2018-2019

RESPONSIBILITIES

- Supervised Electoral Process under my unit
- Summited compiled result sheet to INEC office
- Presided as PRO1 in my polling booth.

HOBBIES

- Reading, Traveling and Sports

REFEREE

Rev Father Bernard Omelenyi

Mr Mohammed Usman

Principal Saint Patrick Technical College Ugep

Head of Maritime Services

08066804787

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