MY CURRICULUM VITAE.

Name: Emmanuel Inemiegha Samuel

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Objective:

Leverage my multifaceted expertise in copywriting, data input, translation, and Microsoft fluency to enhance an enterprise's triumph by providing superior content, ensuring precision of information, streamlining communication channels and refining workflows.

Professional Summary:

A versatile expert proficient in copywriting, data entry, and translation with an aptitude for Microsoft tools. Meticulous attention to detail combined with multilingual abilities and a deadline-driven approach underscore a commitment to excellence across various tasks.

Education:

Bachelor of Engineering in Mechanical Engineering.

Niger Delta University

Wilberforce Island, Amasoma

August 2023

Work Experience:

\*\*[Job Title: Point Manager]\*\*

Company Name: Golden horn resources LTD

Location: Nigeria/Russia

Duration: [October 2021 – March 2023]

Key Responsibilities and Accomplishments:

Efficiently managed a team, ensuring tasks were delegated, schedules maintained, and workloads managed effectively.

Facilitated communication between team members and upper management as the primary point of contact.

Conducted performance evaluations, provided feedback, and identified training needs for team improvement.

Ensured compliance with policies, quality standards, and safety regulations.

Developed documentation, standard procedures, and mentored team members for their growth.

Achieved performance goals, increased efficiency, and reduced errors.

Enhanced data analysis with new software tools, improving project outcomes.

Streamlined workflows, reducing project completion times and meeting deadlines consistently.

Successfully led teams through challenging projects with positive outcomes[flood].

Contributed to a seamless department integration during organizational changes

Skills:

- [Data Entry]

- [Microsoft]

- [Copywriting]

- [Translation/Transcription].

Languages:

- English

- Epie/Atissa