

AFANGIDE HAPPINESS DAN

@ hafangide@gmail.com

☎ 8108552784

📍 Akwa Ibom State



OBJECTIVE

As an undergraduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as an employee.

EXPERIENCE

**2018 -
2019**

Federation of colleges Exstudent Christian Association
Follow up coordinator
Follow up first timers and members
Keep track of persons Available for meetings

**2019 -
2020**

Federation of colleges Exstudent Christian Association
Ushering coordinator
Served as a chief usherette
Oversee all the activities in meetings
Maintain decorum as much as possible
Take headcount on every meeting
Welcome attendees
Keep details of what ever happens in the meeting

**2020 -
2022**

Federation of colleges Exstudent Christian Association
Financial Secretary
Manage all the association funds
Give report on monthly basis to the zonals
Monitor the financial growth level of members
Carried out financial trainings on monthly basis
Keep records of all financial transaction of the association
Disburse funds at the demands and consent of the president with appropriate documentation

**December
2021 -
May 2022**

Cway Nigeria
Quality control (intern)
Checkmate quality of product by carrying out series of analysis such as physicochemical analysis, microbiological analysis and raw material check.
Daily report of the quality status of product.
Daily GMP check
Weekly Training of other intern on the daily practices associated with the role and department.
Daily Supervision of the production process.
And others not stated here.

**October
2022 - Till
date**

Federation of colleges Exstudent Christian Association
General Secretary

Manage the associations mails and respond to messages and calls accordingly.

Oversee the activities of all other departments and give report accordingly on monthly basis

Prepare Agenda for meetings and follow suit.

Checkmate the progress of the association on quarterly basis.

Attend and also keep administrative trainings on monthly basis.

And other responsibilities not listed here.

EDUCATION

2024

University of Uyo
Biochemistry

SKILLS

Team building. Problems solving. Decision making. Proficient in Microsoft office packages. Ability to work with or without supervision