

## DANIEL BURBWA

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No.55, Jahi 1, Kado, Mabushi, Abuja.  
Email: danburbwa@gmail.com  
Phone: 08064484703

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### Profile

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A dedicated personnel with over five x

Ayears work experience in Human resources and office management, specializing in HR administration, employee relations, process improvement, and payroll administration and staff management.

My objective is to contribute workable ideas for the progress and development of an organization and achieving organizational goals.

### Work Experience

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June 2019– September 2019

CASUAL STAFF.  
Benue state Urban Development Board,makurdi

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- I was responsible for the data collection of unplanned building.
- I was responsible for the supervision of the approved state plan for individual buildings.
- I was responsible for the report filed for a month.

October 2019–April 2022

CASUAL STAFF.  
Benue State Internal Revenue Service

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- I was responsible for e-tax initiation
- I was responsible for the e-tax verification.
- I was responsible for effective monthly filling of returns.
- I ensured effective review of the proposals submitted to the DTO.
- I was responsible for the draft of office MEMO'a and correspondence.
- I ensured effective collection and movement of office files.
- I effectively handled all front desk responsibilities



- I am responsible for the chemical, physical and biological water quality.
- I operate and manage scientific equipments and scientific processes
- I also ensure the quality water distribution in the urban areas of the state.

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## Skills and Abilities

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### Technical Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Computer Appreciation and Desktop Publishing

### Soft Skills

- Excellent written and verbal communication skills.
- Effective time management.
- Good Organizational skills.
- Project management skills.
- Critical thinking ability.
- Effective team player.

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## Educational Qualifications

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- 2012 - 2015 Federal University of Agriculture Makurdi  
*B.sc Chemistry*
- 2005 - 2010. Mbera Community Secondary school Ihugh  
SSCE
- 1997– 2003 Prince Victor Nursery and Primary School Anyiin  
*FSLC.*

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## Referees

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This will be made available as soon as requested.

