



# UGBEGHENE LUCKY

No. 10b, Jigbale Close off Alegbo Road, off PTI Road  
Effurun, Delta State, Tel: 08039120825

E-Mail: luckyugbeghene@yahoo.com  
luckyugbeghene@gmail.com

## **CAREER OBJECTIVE:**

To ensure excellent and precision at all time, in all positions and circumstances, attaining professional distinction and proficiency, to identify with my employer's goals and then assist in realizing such goals.

## **WORK EXPERIENCE:**

➤ **Company: MATWIMS CONSULT NIGERIA LIMITED**

**Position Held:** Administrative Manager

Aug. 2016 –Till Date

### **Duties Carried Out:**

- Maintaining workflow by studying current methods; implementing cost reductions; and develop reporting procedures.
- Creates, revises systems, and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; and implementing changes.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- General clerical duties including photocopying, Scanning, and mailing of documents.

➤ **Company: Viv. George Int. Idah, Kogi State**

**Position Held:** Administrative Assistant 2011 – 2012

**Duties carried Out**

- ✓ Types agendas for meetings.
- ✓ Prepares meeting packages and distributes to Council Members at least two days prior to the meeting.
- ✓ Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, documents, data and graphics
- ✓ Word processes all manuscripts, letters, documents and proposals
- ✓ Records, date stamps and distributes all incoming mail
- ✓ Processes outgoing mail
- ✓ Compiles and maintain an up to date telephone directory of numbers and addresses
- ✓ Files all correspondence
- ✓ Updates the bulletin board by posting and removal of outdated materials
- ✓ Ensures the Administrative Offices, Reception Area and Council Chambers are kept
- ✓ clean and organized

➤ **Company: Matwims Consult Nigeria Limited**

**Position Held:** Assistant Administrative 2008 – 2009

**Duties Carried Out**

- Provide general administrative and clerical support including mailing, scanning, photocopying.
- Maintain electronic and hard copy filing system.
- Open, sort and distribute incoming correspondence.
- Perform data entry and scan documents.

- Manage calendar for managing director.
- Run company's errands to post office and office supply store.
- Answer calls from customers regarding their inquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Maintain office supplies for department.

### **ADMINISTRATIVE SKILLS**

Reporting Skills, Administrative Writing Skills, Computer Skills (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Corel Draw, and Internet Access), Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication.

### **STRENGTH**

- Computer literate
- Ability to communicate effectively
- Ability to instruct/impact knowledge learnt
- Ability to work under pressure.
- Ability to reason Logically
- Ability to set goals, Objectives, and actualizing them
- Team Spirit and Career minded
- Ability to adapt to new environment
- Ability to work under little of no supervision

### **PERSONAL DATA:**

<b>Date of Birth:</b>	05th January 1992
<b>Sex:</b>	Male
<b>Marital Status:</b>	Single
<b>Local Govt. Area:</b>	Okpe
<b>State of Origin:</b>	Delta
<b>Nationality:</b>	Nigerian

## **EDUCATION QUALIFICATIONS WITH DATE:**

- **Bachelor of Science (BSc. Ed) in Chemistry Education.** 2013 – 2016  
(Second Class Upper Division)  
Ambrose Alli University, Ekpoma, Edo State
- **Diploma (ND) in Applied Microbiology** 2009 – 2011  
University of Benin, Benin City, Edo State
- **West African Examination Council (WAEC) Certificate**  
Jossy Wisdom Group of Schools, Benin City, Edo State 2007
- **Primary School Leaving Certificate** 1996 – 2001  
Charles Burr Primary School, Agbor

## **OTHER CERTIFICATES OBTAINED WITH DATE**

- You and Your Great Career Programme (POISE NIGERIA)
- HSE Level 1, 2, 3 Certificate

## **INTERESTS AND HOBBIES:**

Reading current affairs, teaching, carrying out research, Public speaking and socializing

## **REFEREES**

**Inspt. THERESA ONUKO**

Nigeria Civil Defense and Security Corps

Okpe Division

08134146407

**Other Referees will be available on request.**