



# CHIMA MARTINS ONYEBUOLISA

## ● PROFESSIONAL EXPERIENCE

**Duport Midstream Company Limited( November 14<sup>th</sup> 2022-Till Date)**

**ROLE: Site Admin/Park Operations Support**

- ❖ Establish specific HR Objectives to ensure HR policies, procedures and standards are met on site ➤ Develop and prepare monthly indicators and provision reports to Head office ➤ Provide overall administrative staff supports to the base office and operational area-ensure
- ❖ satisfactory staff cafeteria, good housekeeping, waste management, correspondence, office stationeries, furniture, office space and parking slots
- ❖ Secure the services/retainership of standard hospitals, hotels for the welfare of staff in accordance with company policy and standards
- ❖ Reduce operational running cost by 5% and maximize productivity greatly by Providing functional support for site facility services
- ❖ Manage base office workstation and office locations
- ❖ Manage the field facility team and ensure quick response to employees concern with regards to FLB (Field Logistics Base), Admin offices
- ❖ Provide functional support to the business services team for field lodging of employees
- ❖ Ensure that the expat staffs are catered for when at the operational area and ensure adequate understanding of the expatriate policies where applicable
- ❖ Manage field catering services across the entire field locations and manage catering contractors in a professional manner that ensure high quality of food is available always
- ❖ Manage lodgement for all visitors & staff travelling into the operational area in a cost- effective way
- ❖ Carry out responsibilities of officer-Admin/HR/Finance, in his absence
- ❖ Carry out responsibilities of officer-Inventory & W/H, in his absence
- ❖ Carry out responsibility of officer -revenue(Crude)
- ❖ Provide Engineering support to Refinery and gas facility workers

**Attuh Farms Nigeria Limited(June 2021-July 2022)**

**ROLE: Admin And Procurement**

- ❖ Prepare technical specifications for procurement of goods, works and services. Administer contracts to ensure compliance with the contracts conditions, payment terms. Maintain all the records relating to procurement. Maintain a separate records relating to complaints and their resale, buying products or services, managing procurement processes, Admin processes, supplier relations, understand business goals and objectives, policy management, sustainability & ethics, manufacturing, merchandising, Select carriers and negotiate contracts and rates. Plan and monitor inbound and outgoing deliveries Supervise logistics, warehouse, transportation, and customer services
- ❖ Organize warehouse, label goods, plot routes, and process shipments .Respond to any issues or complaints, Manage Asset/Facilities, Vehicle movement log and journey management, Strategic sourcing and managing end to end processes of high value purchase for both local and foreign product and services and monitoring their progress cycle, sourcing of agricultural produce and seedlings, pesticides, agro-allied products, take part in Agricultural commodity trading, COP etc

## PROFILE

Results-oriented Supply Chain Officer, ICT, and Administrative Officer with over 10 years of experience in driving growth and building lasting relationships. Proven track record of exceeding target and meeting up deadlines with Tasks. And have worked in different sectors(Banks,Agriculture,pipeline constructions & Engineering, Oil and gas)

## CONTACT

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📍 Warri, Deltra State, Nigeria

## SKILLS

- Proficiency in MS Office Suit
- Hardware and software engineering
- Networking
- Data Entry Analyst
- Accounting Software
- Project Management Software
- Graphic designs specialist
- Oral and written communications
- NIS ISO 9001:2015 Compliance
- ERP Administrator

## LANGUAGE

- English
- Native

## EDUCATIONS AND QUALIFICATIONS

- Federal Polytechnic Oko, Anambra 1995-1997  
OND Computer Science(Upper Credit)
- Niger Mixed Secondary School, Asaba 1987-1992  
Result::SSCE
- Oneh Primary School, Asaba 1982-1986  
Result::First School Leaving Certificate

## Certificate Of Achievement

Jobberman soft-skill training October 2020

## AWARD

Best Team Player 2021 in Back  
Office Credit Department- AB  
Microfinance Bank Onitsha 1

## AB Micro-finance Bank Nigeria(July 2020-JUNE 2021)

### ROLE:Back Office Credit Officer

- ❖ Application and proposal data entry into the banks software
- ❖ Control of credit files and fulfilment of credit committee decision
- ❖ Verifies and balances data entry by receiving data, pulling & returning data to user for correction ✓ Completes data management by sorting, batching and archiving files
- ❖ Responsible for files transfers within branches
- ❖ Preparation of document for disbursement of loans
- ❖ Coordinating loan clients for disbursement according to disbursement schedule ✓ Document control
- ❖ Data entry operator

## Don Mac Limited(May 19<sup>th</sup> 2014-May 2020)

### ROLE:Procurement Officer

- ❖ Strategic sourcing and managing end to end processes of high value purchase for both local and foreign product and services and monitoring their progress cycle
- ❖ Ensure award of contracts and purchases order are in compliant with the procedure, specification and local/international standards
- ❖ Manage third party logistics providers to ensure timely delivery of materials inline with the terms and conditions.
- ❖ Development and supervision of procurement strategies in compliant with best practices. Ensure all suppliers are approved and registered in accordance with company procedures and determination pre-qualification criteria of new suppliers as required.
- ❖ Identify risks and develop appropriate measures to mitigate /manage
- ❖ Monitor and track and do gap analysis on agreed key performance indicators and provide feedback.
- ❖ Supervise and manage procurement resources across all discipline and serve as the primary contact for all procurement activities in an organization.
- ❖ Raising of LPO using sage accounting software
- ❖ Take part in inventory and stock control.
- ❖ Organize suppliers' forum
- ❖ Monitoring and tracking of running projects using project software (Microsoft project)
- ❖ Take part in contract bidding
- ❖ Administration of Sage Evolution ERP, Sage pastel Payroll & HR
- ❖ Supervise warehouse activities such as lifting, forklift etc, outlining the hazard involved in safety.
- ❖ Issuance of material, supervise, allocate and collect receipt of goods or material
- ❖ Oversee coordination of supplier Technical service reps during commissioning and installation.
- ❖ Take place in project plan

## Oceanic Bank Plc/Ecobank Nigeria Limited(Jan 14<sup>th</sup> 2008-August 30<sup>th</sup> 2013)

### ROLE: Branch IT Officer

- ❖ Develop ICT strategy, which identifies the future direction of the use of technology, including solutions and opportunities to improve the delivery and business performance Management of the ICT infrastructure and responsible for delivering ICT solutions and project managing their implementation.
- ❖ Management of information and communication technology, networks, computer systems, VOIP telephone systems, CCTV and tracking systems.
- ❖ Ensure that work and projects are delivered within the agreed budgets.
- ❖ Ensure security of data, network access and back-up systems.
- ❖ Troubleshoot all networking problems to ensure minimum downtime.Installation and maintenance of workstations along with





