

Okolie, Prosper Uche (HND, Petroleum Engineering)

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CAREER OBJECTIVES

To work diligently with other professionals to establish a positive quality service, using technical oriented approach to provide sophisticated solutions to contemporary business and management challenges, continuous improvement and strong work ethic.

PERSONALITY PROFILE

A resourceful and articulate dedicated Engineer with excellent reputation for solving problems and proven ability to manage workplace emergency and evacuation, hazards identification and control, review and promote Organization's Health, Safety and Environmental management system.

EDUCATIONAL INSTITUTION ATTENDED AND QUALIFICATION OBTAINED WITH DATES:

Petroleum Training Institute - Effurun Delta State	2022
Higher National Diploma (HND) in Petroleum Engineering	
Auchi Polytechnic - Edo State	2017
National Diploma (ND) in Mineral Resources/Mining Engineering	
Community High School Ojodu - Ogun State	2014
Senior Secondary School Certificate-SSCE.	
Ofunne Primary School - Obomkpa Delta State	2010
First School Leaving Certificate	

WORK EXPERIENCE

NIGERIAN FOUNDRIES GROUP LTD, OTA, OGUN STATE

Designation: **Procurement Assistant/Local Buyer**

June 2024- Present

- Process orders, modifications, and escalate complaints across several communication channel about purchases.
- Receiving approved requisitions and reviews material requisitions Stores for action.
- Investigate sources of suppliers & invites quotations and bids, compares and analyze quotations from vendors.
- Participate in market survey for local purchase items & preparation of purchase requisition.
- Participate in the award of purchase orders/acceptance thereof & physically visit relevant markets for purchases
- Follows up on purchase orders to ensure receipt of proper quality and quantity of specified dates.
- Follow up Suppliers payment with Finance department when due and see to prompt resolution of delay payment.
- Ensure smooth flow of documents within the organization i.e. Stores, Finance, Admin and other departments.
- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practices.
- Work with internal stakeholders / staff to determine procurement needs, quality, and delivery requirements.
- Responsible for order placement timing, material replenishment, demand, supply and supplier performance.
- Monitor expenses against approved budgets & follow up with Admin to ensure prompt transportation of goods.
- Carry out other sourcing responsibilities as directed by the senior procurement staff or the Procurement Manager.

Key accomplishment: Assist with the acquisition and purchase of goods and services for the company locally at the right price, right quality and right time, thereby reduces wastage & non-conformance.

BAUCHI STATE FIRE SERVICE, BAUCHI, BAUCHI STATE (NYSC)

Designation: **Fire Officer**

Aug 2023-June 2024

- Learnt operations and usage of different kinds and types of fire extinguishers as applicable to emergencies.
- Provided the public "face" of fire departments by meeting with the communities & CDAs leadership.
- Handled decision on the safest way to rescue people from a fire and the best way to handle fighting the
- Supported coordination of rescue efforts and strategies for fire fighting fire emergencies and incidents.
- Took part in training of both in house fire-fighters & saw that all equipment are maintained on a regular schedule.
- Supported inspection teams for fire alarms, alarm control panels, water, and air systems.
- Planned with senior officers, fire and rescue operations, ensuring adequate response objectives are met.
- Ensured OSHA codes are kept current to ensure facility compliance with industry standards.
- Administered first aid and cardiopulmonary resuscitation to those injure.
- Collated raw battlefield intelligence collection, analysis, and developed recommendations for future operations.
- Served as a knowledge source for fire safety precautions and current fire safety building requirements.
- Performed regular fire safety checks of the fire department and on-site locations.

MALIJFIX AUTOMOBILE ENGINEERING SERVICES,ABRAKA,DELTA STATE.

Designation: **Automobile A/C Technician**

2020-July 2023

- Performed work as outlined on repair order accordance with dealership and factory standards efficiently.
- Installation, inspect, maintain, and repair of air conditioner (General maintenance)
- Made adjustment and do calibrations of thermostatic controls.
- Diagnosed cause of any malfunction and performs repair using standard procedures and software.
- Performed basic automobile diagnosis, maintenance, overhauling and repair services.
- Used Computer based digital diagnosis tools to diagnose and interpret the faults.
- Performed diagnosis and troubleshooting of automobile suspension systems.
- Troubleshoot and repaired automobile Air conditioner systems, using electromechanical tools and computer
- Prepared diagnosis report base on diagnosis trouble code interpreted from computer based software.
- Carried out other related auto electro-mechanical functions as assigned by workshop manager or as deem fit.

Key accomplishment/performance index: I ensured that automobiles brought to workshop and assigned to me get the best professional attention, using both practical and online diagnosis skills to ensure I delivered earlier than the expected deadline. I meticulously performed quality control on assigned vehicles to avoid the issues of returned jobs by customers.

DANGOTE GROUP-SALT PRODUCTION SUBSIDIARY , OREGUN-IKEJA, LAGOS STATE.

Designation: **Production Operator**

May 2016-April 2017

- Performed routine maintenances of production and bottling machines for optimal performance.
- Ensured adherences to workplace safety procedures and processes.
- Took part in production plants repairs and overhauling to reduce down time.
- Prepared maintenance planning worksheet weekly/monthly schedules.
- Diagnosed various machines listed above and corrected defects on them with other senior technicians.
- Undertook other maintenance and services activities as directed by the production/Maintenance Manager

NASCON ALLIED PLC,OREGUN-IKEJA,LAGOS STATE

Designation: **Assistant Storekeeper/Warehouse Officer**

June -Dec 2015

- ❖ Examined the levels of supplies and raw material to determine shortages.
- ❖ Documented daily deliveries and shipments to update inventory& evaluate new inventory readiness for shipment.
- ❖ Prepared detailed reports on inventory operations, stock levels, and adjustments.
- ❖ Performed daily analysis to predict potential inventory problems and managed FIFO/LIFO procedures.
- ❖ Designed & implemented model to track products reorder from central warehouses to assigned warehouse.
- ❖ Tracking shipments and coordinating internal stock transfers & ordered new supplies to avoid inefficiencies.
- ❖ Placing & receiving orders to replenish stocks as needed/tracking shipments & managing internal stock transfers.
- ❖ Responsible for investigating stock discrepancies, including negatives, unfound and sold out.
- ❖ Organized warehouse and work area for orderliness at all times & maintained inventory records.
- ❖ Reconciled/updated inventory record by adding or deleting items as they are issued or received.
- ❖ Determined proper floor and shelf location for supplies; ensured hazardous materials are stored safely.
- ❖ Received and unloaded freight; tags supplies and stocks shelves.
- ❖ Managed inventory of warehouse and supply yard and reconciles records by sorting out discrepancies.

Key accomplishments: I succeeded and demonstrated understanding of customer deliverables and the impact failure/cost of poor quality thereby reduced shortage of items in the warehouse and helped to monitor the expiry date and deterioration of goods on the shelf.

CORE SKILLS SET AND COMPETENCIES: Ability to work unsupervised ❖ Good attitude to work ❖ Humble and dedicated to work, Service-focused ❖ Complex problem solving skills ❖ Sound communication skills ❖ Time-efficient management, Excellent Negotiation ability | Project management| Problem Analysis || Fire fighting & schedule management | Problem solving ability |Ability to adapt to new concept| cost management || procurement planning & vendor management know how.

Interpersonal and Communication Skills: Effortlessly connects with people to build personal and business relationships and passes information in a clear and socially sensitive manner.

Team Leadership and Management: Delegates responsibilities, motivates teams to achieve corporate goals. Clearly expresses ideas and business growth strategies in verbal and written formats whilst ensuring inclusive collaboration.

Software Skills: Excellent usage of Microsoft Office Suites applications (Word, Excel, PowerPoint & AUTO-CAD

HOBBIES: Reading, Footballing, Writing, Listening to soul lifting Music & Travelling

REFEREES: *Available on request.*