**IRUAYENAMA EMMANUEL TOBIAH**

**#4 Olologbolo Street Okochiri Okrika, Rivers State.**

**Email:** **tobi4true@yahoo.com**

**Mobile: +234(0)8035088763,08079397256**

**PROFILE**

**I am a responsible, adaptable and qualified graduate seeking for job, wherein I will utilize my organizational and communication skills developed during University.**

**My communication skills, responsibility, reliability and friendly nature are assets I would bring to work. I have excellent team and management skills together with my experience in organizational and administrative skills with the ability to work independently and use my own initiative at a short notice under pressure.**

**EDUCATIONAL QUALIFICATIONS WITH DATE [S]**

**RIVERS STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY PORT HARCOURT.**

**QUALIFICATION OBTAINED:**

**POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION 2013-2014 [RESULT IN VIEW]**

**[B.SC. MASS COMMUNICATION 2003-2008]**

**NEW ERA BRILLIANT COLLEGE BOROKIRI PORT HARCOURT, RIVERS STATE.**

**QUALIFICATION OBTAINED:**

**NATIONAL EXAMINATION COUNCIL [NECO 1996-2002]**

**JUNIOR SECONDARY CERTIFICATE EXAMINATION [JSCE 1996-1999]**

**STATE SCHOOL TWO, IBULIAYA-DIKIBO OKRIKA, RIVERS STATE.**

**QUALIFICATION OBTAINED:**

**FIRST SCHOOL LEAVING CERTIFICATE [1990-1996]**

**WORKING EXPERIENCE**

**PORT HARCOURT REFINING COMPANY (PHRC/NNPC)**

 **DOCUMENTATION AND INFORMATION GATHERING JULY 2011-TILL DATE**

**All of my work experiences, have involved working within a team based culture. This involved planning, organization co-ordination and commitment.**

**OKRIKA LOCAL GOVERNMENT COUNCIL [2008- 2009]**

**ASISSTANCE TO THE PRESS SECRETARY**

**MAJESTIC HOTEL [AS A MANAGER 2009- 2010]**

 **Proper management of daily entries**

 **Ensuring maximum satisfaction of customers at all times**

**MAJESTIC BITE [AS A SUPERVISOR 2007-2008]**

 **Assist the manager with the routine works.**

 **Receive clients and customers and present the companies’ status to the customer.**

**Volunteer Work: I worked for RCI DOCUMENT/SOLUTIONS LIMITED where my role included job officer.**

**INTEREST/ACTIVITIES**

Seeking for knowledge, Meeting interesting people, And Reading.

**REFEREES**

**ENGR EMMANUEL.A.IRUAYENAMA**

***MANAGING DIRECTOR MAJESTIC* HOTEL/BITE**

OKOCHIRI, OKRIKA, RIVERS STATE.

**TEL; 08033425293**

**ENGR OLU-TIMA**

**MANAGER TAM (PHRC/NNPC)**

**TEL; 08036333075**

**MR EFOSA KELVIN**

**RCI DOCUMENT/SOLUTION**

**TEL; 08027281195**