**ELOM VALENTINE EDEH**

14, Ogungbamila Street, Ilaje, Bariga, Lagos.

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**OBJECTIVE:** To rise to the very top position through hardwork, integrity, application of theoretical and practical wisdom in my given task all the while pushing the boundaries and statue of the company beyond expected borders.

**BIO DATA:**

**SEX:** Male

**MARITAL STATUS:** Single

**STATE OF ORIGIN:** Cross River State

**LOCAL GOVT. AREA:** Yala

**DATE OF BIRTH:** 14th February, 1993

**EDUCATIONAL EXPERIENCE:**

University of Benin, Benin City, Edo State 2010-2014

B.Sc. Banking & Finance

Brilliant Child College, Akoka, Bariga, Lagos State 2003-2009

SSCE (WAEC)

St. Bernadette Nursery/Primary School, Akoka, Bariga, Lagos State 1996-2003

Primary School Leaving Certificate

**WORK EXPERIENCE:**

**Evangel Secondary School, Izzi L.G.A, Ebonyi State (NYSC) 2015-2016**

**Subject Teacher: Financial Accounting**

* Preparing of lesson notes for the students.
* Preparing of tests and examination based on the subject.
* Marking of tests & exams script as well as compiling of result
* Giving insights on what the subject is about.
* Participate in invigilating students during internal & external examinations
* Participate in giving extra-curriculum activities such as sports, debate etc
* Trying out any other duties as may be assigned to me by the school principal

**Jon-Ken Hospital, Akoka, Yaba, Lagos State 2018-date**

**Store Keeper**

* To exercise general control over all activities in Stores Department
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* To reserve a particular material for a specific job when so required.
* To issue materials only in required quantities against authorised requisition notes/material lists.
* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

**SKILLS:**

* Proficient in computer operation such as Microsoft Office.
* Goal getter and strong team player.
* Good time Management.
* Good working relationship.
* Good communication and inter-personal skills.
* Honesty & Integrity

**HOBBIES:**

Reading, travelling, spending time with family and friends

**REFERENCES**

Mr. Simeon Ede

Electrical Engineer

Narelli International Ltd.

267A, Etim Inyang Crecsent, Victoria Island, Lagos

08099920276, 08037470306

Miss Esther Elom

Administration Officer

Yaba College of Technology, Yaba

0706 086 4708