

ALPHONSUS MARY

TEL: 08056739231 & 08130729056

No. 1 Worlu Street,
D/Line Off Oluobasanjo Road,
Port Harcourt.
Rivers State.
Nigeria



Bio Data:

Date of Birth: 9th May, 1982
L.G.A.: Ikot Abasi
State of Origin: Akwa Ibom State
Marital Status: Married
Sex: Female
Nationality: Nigerian
Religion: Christian.
Email: mayphon2007@gmail.com

Educational Profile:

Higher National Diploma (HND) in Computer Science.	2010
OSISATECH Polytechnic Enugu, Enugu State, Nigeria	
National Diploma (ND) in Computer Science.	2008
Akwa Ibom State Polytechnic Ikot Osurua, Ikot Ekpene Akwa Ibom State, Nigeria	
John-Glam Computers #1 Circular Road, G.R.A Port Harcourt.	
Diploma in Computer Studies.	2001
Ukpum Okon Comprehensive Secondary School, Okon Town, Ikot Abasi L.G. Area Akwa Ibom State.	1994-2000
Holy Child Convent School, Essene Town Ikot Abasi L.G.Area, Akwa Ibom State.	1988-1993

Qualifications Obtained:

- Higher National Diploma (HND)
- National Diploma (ND)
- Diploma in Computer Studies
- Neco/GCE
- First School Leaving Certificate.

Professional Skills:

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| • INDUSTRIAL TRAINING FUND (ITF)
Federal Republic of Nigeria
Workshop on Strategic Procurement For Organizational Effectiveness | June 25 th – 27 th , 2024 |
| • INDUSTRIAL TRAINING FUND (ITF)
Federal Republic of Nigeria
Workshop on Management And Supervisory Skills | June 21 st – 23 rd , 2022 |
| • INDUSTRIAL TRAINING FUND (ITF)
Federal Republic of Nigeria
Workshop on People's Management For Excellent Service Delivery | Aug. 17 th – 19 th , 2021 |
| • NIGERIAN CHAMBER OF SHIPPING
ABC of Shipping Certificate of Participation.
(a Member of International Chamber of Shipping) | March 17-19, 2021 |
| • SAP ACADEMY at JENSLAW DATA Professionals Ltd
TERP 10: MM, HR, SD,FI, PP & CO (SAP)
#1, Mummy B/Ezimgbu Link Road, By Mopol 19, GRA Junction
Port Harcourt, Rivers State. Nigeria. | October 2015 |
| • Leadership Mastermind Programme
(Bridge of Hope Development Centre (Non-Governmental Organization) | 12 th Oct – 23 rd Nov. 2014 |
| • Workshop on Administrative Function and Office Management. | 22 nd Oct- 25 th Oct. 2013. |

- Special Skill:** *
- Computer Scientists
 - Computer Literacy:
 - Supply Chain Management
- Courses:**
- Diploma in Computer Studies.
 - Excellent communication skill
 - Proficiency in ICT/ Computer applications
 - Microsoft Office
 - Easily adapts to new innovations
 - Eagerness to learn new skills

Objective: To continually acquire knowledge and skill necessary for the attainment of professional excellence and thus contribute to solving and adding value to various organizational solutions.

- Competencies:** *
- * Ability to withstand work stress and pressure.
 - * Good team Player, mature and self-confidence
 - * Ability to work independently with or without supervision
 - Strong communication skills
 - Flexible
 - Pay great attention to detail
 - Deadline-Oriented
 - Trustworthy and dependable.

2013 till date **Oceanwater Marine & Oil Services Ltd**
No. 1 Worlu Street, D/Line, Port Harcourt.

Position: PA/Administrative Secretary

- Organising and storing paperwork.
- Handle incoming and outgoing mail and packages
- Manage schedules and appointments for the Managing Director.
- Organize and maintain filing systems, both electronic and physical.
- Provide general administrative support for both client and staff.
- Assist with special projects and events as assigned.
- Ensure compliance with company policies and procedures.
- Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner.
- Ensuring the confidentiality and security of files and filing systems.
- Prepares Proforma Invoices for different clients both by hand delivery and email
- Prepares Quotations for different clients both by hand delivery and email
- Photocopying and printing various company documents.
- Team-building and communication.
- Handles petty cash and local purchases as assigned.
- Filing/Documentation.
- Perform general office duties, such as monitoring office supplies, maintaining records.
- Typing and retrieve corporate documents, records and reports.
- Receive, sort and distribute incoming correspondence, including faxes and email.
- Procuring and issuing of office stationeries as assigned.
- Prepares internal memos and handle correspondence.
- Ensure company's policies & processes are in place and adhered to.
- Organising and servicing meetings (producing agendas and taking minutes).
- Keep confidential document for the MD
- Prepares request letter to FOC Office for NN Personnel
- Etc.

2009-30/01/2012 **JC International Limited.**

Plot 5, JC Street, Dr. Peter Odili Rd, Trans Amadi Ind. Layout, Port Harcourt.

Position: Invoicing/Sales Admin. Officer

- Prepares Quotations to different clients both by hand delivery and email.
- Prepares Proforma Invoices for different clients both by hand delivery and email
- Prepares Invoices for different clients both by hand delivery and email
- Screen telephone calls or refers caller to the appropriate staff members, answers inquiries.
- Reporting to Sales/Marketing Executives all financial dealings
- Handles cash & disbursement of cash/payment to account department.
- Receiving of P.O's, cheques and cash payments from clients.
- Submitting all quotations and collecting of RFQ & P.O's from the clients.
- Keep confidential document.
- Keep records of sales for each month and giving appropriate records to account department.
- Prepares Inspection Certificates for Clients after job have been executed.
- Prepares I.D Cards for Staff and Trainees.
- Follow-up on jobs.
- Book Personnel to & from different job locations.

Hobbies: Working, Cooking, watching Movies and Praying.

Referees: This is base on request.