

ADAKONYE EGAHI FRED

ADDRESS: Opposite Sentona Institute, Karu, Nasarawa state.

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E- mail: adakonyef@gmail.com

OBJECTIVES:

To work with the existing staff and facilities to the best of my ability. Ready to adjust according to the terms and conditions of work in my prospective office in order to help the organization to achieve its goals and objectives.

PERSONAL DATA:

State of Origin: Benue
State Nationality: Nigerian
Sex: Male
Marital Status: Single
Age 3rd September, 1993.

EMPLOYMENT HISTORY.

❖ **Ministry of Foreign Affairs canteen FCt-Abuja.** 2025.

Position Held: Store Keeper

- Managing all aspects of store inventory, including ordering, receiving, storing and issuing supplies while maintaining accurate records and ensuring a safe and organized environment.
- Identifying and resolving issues related to inventory management, such as stock out and damage.
- Acting as a point of contact for internal users and suppliers, answering questions and resolving issues.

❖ **K- Dreams Hotel Jukwoyi Phase 1.** 2024

Position Held: Supervisor

- * Supervise operations in all departments, providing guidance, Support and mentoring to ensure optimal performance and Productivity.

❖ **Ugo Adibe Consulting** 2023-2024

Responsibilities:

Position Held: Administrative Assistant

- ✓ Work assiduously with the administrative team to ensure smooth running of operations
- ✓ Managing facilities and ensuring their proper maintenance and upkeep

- ✓ Daily supervision of staffs assigned to me
- ✓ Compile reports on day to day activities and keeping daily records and regular check on the facilities
- ✓ Procuring and managing office supplies to support smooth operation

Drug Haven Pharmacy and Store wuse 2

2021-2023

Position Held: Supervisor

Responsibilities

- * Manage the work flow and training new hires on how they can best serve customers and team of employees
- * To create schedules that keeps everyone busy

Mr Biggs Restaurant

2019-2021

Position Held: Supervisor

Responsibilities:

Overseeing food preparation, presentation and storage to ensure compliance with food health and safety regulation..

Checking in on dining customers to enquire about food quality and service.

Monitoring inventory and ensuring that all food supplied and other restaurant essentials are adequately stocked.

Street Cred Limited

2017-2019

Position: Manager

Responsibilities

Responsible for the overall strategy direction and the management of the office.

To drive growth and expansion, ensure operational efficiency, maintain regulatory compliance and lead the team to achieve the mission and objectives.

Wisdom Guest Inn

Position: Supervisor

Responsibilities

To review guest complaints, concerns or issues in order to make decision on how to best respond to them.

Chester Fries Wuse zone 1 Store keeper Responsibilities

To keep stock of inventory and manage all operation in the store. To implement goods receipt or issue procedures

To keep track of minimum inventory stock count for the day.

SKILLS:

- ❖ Ability to work effectively in a team.
- ❖ Ability to work without supervision.
- ❖ Good interpersonal skills and commitment to duty.
- ❖ Good communication skills.
- ❖ Ability to work under pressure and solve problems at the same time retaining a professional conduct.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

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| ❖ Federal University of Agriculture Makurdi | 2009-2014 |
| ❖ Government Secondary School Obagaji, Benue State | 2001-2006 |
| ❖ RCM Primary School, Okokolo Agatu Benue State | 1995-2001 |

EDUCATIONAL QUALIFICATIONS WITH DATES

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|---|------|
| ❖ National Youth Service Corps (NYSC) | 2015 |
| ❖ B.sc Chemistry (Degree) | 2014 |
| ❖ Senior Secondary School Certificate (SSCE/NECO) | 2006 |
| ❖ First School Leaving Certificate (FSLC) | 2001 |

PERSONAL QUALITIES

I am young, proactive and dedicated individual who learns fast and work well individually or within a team. I have considerable experience in teaching people, community service and communication.

INTERESTS

Meeting people

Singing, Reading and Travelling.

REFEREES

To be provided on request.....