

CURRICULUM VITAE (CV)



PERSONAL INFORMATION

Name: **OBOT JOVIC UBONG**
Phone Number: 08109806923, 08076996056
Email address: ubongiovie777@gmail.com
Gender: Male
Date of birth: 1st April, 1982
Languages: English (Fluent), French (Intermediate), Russian (pre intermediate) Ibibio.
Religion: Christianity
Marital Status: Married
Nationality: Nigeria
Address: 30, Adegoke Street, Isabo Estate off Masha road, Surulere, Lagos.

OBJECTIVE

To work with the existing staff and contribute my best ability in improving organization goals and objective. A hardworking and highly motivated individual with a serious drive for success, impact and achievement in the most challenging areas of life and future building, creative, active, disciplined and smart.

EDUCATION

Army Children School, Dodan Barrack 1985-1991
First School Leaving Certificate Examination (F.S.L.C)

Command Secondary School, Ebonyi State 1991-1996
Senior School Certificate Examination (S.S.C.E)

University of Benin 2006-2007
B.sc Banking and Finance

International TEFL Certificate 2014

TOEFL ITP 2012
Certificate of achievement

Basic TESOL Certificate 2013

National Youth Service Corps 2010

WORK EXPERIENCE WITH DATE

Kilos Five Stars Hotel and Suite 01 Dec 2010 – 27 Dec 2012
Store Controller

Precious Palm Hotel 01 Jan 2013 – 27 Nov 2015
Inventory Supervisor

Lord Wise Hotel 18 Feb 2016 – 21 Sep 2018
Store Keeper

Casino Hotel and Suit 12 Dec 2019 – 19 July 2021

Dreams Hostel 14 Sep 2021 – 3 Dec 2023

Perfecto La Villa till date still working

Responsibilities

- Receiving, inspecting, and documenting all incoming goods and materials.
- Issuing supplies based on approved requisitions while maintaining proper records.
- Monitoring stock levels to prevent shortages or overstocking.
- Conducting periodic stock audits, reconciling discrepancies, and preparing inventory reports.
- Supervising store operations and ensuring proper storage and organization of items.
- Implementing inventory control policies to prevent loss, damage, theft, or wastage.
- Using inventory management systems to track stock movement and generate reports.
- Coordinating with suppliers, procurement officers, and sales teams to align stock levels with business needs.
- Enforcing compliance with company policies, budgetary guidelines, and safety regulations.
- Overseeing warehouse staff and ensuring efficient storekeeping practices.
- Ensuring timely replenishment of materials while controlling procurement costs.
- Collaborating with finance and audit teams for accurate stock valuation and reporting

ABILITY & SKILLS

- Flexible, as I have the ability to work in different working environments, different tasks and working with different people.
- Good at meeting and interacting with people of different cultural background
- Computer skills, Microsoft word, Excel and Corel Draw.
- Ability to work independently and very committed to work as a part of team.

REFERENCES

JAMES FRIDAY N.C

Director. Light House Language Center
English Tutor and Instructor,
Almaty, Kazakhstan.
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BLESSING ATAKPA

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