

AMAMINA, TOMMY TOMONIDIEOKUMA

Address: 16 Mbonu Street D/Line, Port Harcourt, Rivers State.

Email: tommy.amamina@gmail.com **Tel:** 08160137810

PERSONAL INFORMATION:

DATE OF BIRTH:	-	29 TH JULY, 1992
STATE OF ORIGIN:	-	RIVERS STATE
LGA	-	OKRIKA
MARITAL STATUS:	-	MARRIED
GENDER:	-	MALE
NATIONALITY:	-	NIGERIAN

CAREER OBJECTIVE

Supported data gathering, documentation, and record-keeping in multiple roles
Supervised teams and ensured compliance with operational procedures
Conducted monitoring and reporting activities in line with project requirements
Ensured accuracy, organization, and validation of records and reports
Applied Monitoring & Evaluation knowledge in tracking performance and outcomes.

EDUCATION

Akwa-Ibom State Polytechnic (Computer Science, HND)	-	2018
Monitoring & Evaluation/ Project Management	-	2025

ACADEMIC QUALIFICATION OBTAINED WITH DATES:

- | | |
|---|------|
| • National Youth Services Corps (NYSC) | 2020 |
| • Higher National Diploma in Computer Science (HND) | 2018 |
| • National Diploma in Computer Science (ND) | 2015 |
| • West Africa Examination Council (WAEC) | 2012 |
| • First School Leaving Certificate (FSLC) | 2004 |

WORKING HISTORY:

LAMBERT and LAMBERTSON LIMITED (Executive Assistant 10.2025 – Present)

- Manage daily administrative and operational tasks for executives
- Handle data entry, document organization, and record management
- Prepare, edit, and format Word documents, Google Docs, and PDF files
- Coordinate schedules, meetings, and follow-up tasks
- Respond to customer inquiries and maintain communication records
- Support content uploads and online file management
- Ensure smooth workflow execution with structured instructions

GUARANTY TRUST BANK (Transaction officer 02.2022 – 08.2025)

- Collected and verified customer data for account opening and updates
- Ensured accuracy and completeness of client records and documentation
- Engaged directly with clients to obtain required information and resolve issues
- Maintained data quality standards and confidentiality of sensitive information
- Supported operational coordination and workflow efficiency
- Following up of existing and potential customers
- Filling up and arranging of packages for necessary upgrade of account
- Relating with customers and sorting out minor issues relating to their accounts.

SAFELIFE INTERNATIONAL OIL AND GAS TECHNOLOGY (HSE officer 09.2020 –02.2022)

- Supervised field operations and ensured compliance with safety and operational protocols
- Conducted inspections and monitoring activities to identify risks and maintain standards
- Coordinated teams on-site to ensure adherence to guidelines

- Prepared reports based on field observations and findings
- Led safety awareness campaigns and team briefings

WINNERS FOUNDATION TECHNICAL COLLEGE (Teacher (NYSC), 09.2019 – 07.2020)

- Prepare and deliver lessons to classes of different ages and abilities
- Mark work, give appropriate feedback and maintain records of pupils' progress and development
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials
- Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- Prepare pupils for qualifications and external examinations
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour

ARIDOLF HOTEL (Supervisor/CCTV surveillance , 10.2018 – 07.2019)

- Supervised and coordinated daily activities of staff across departments
- Managed staff attendance, task allocation, and performance monitoring
- Ensured smooth operational workflow and service delivery
- Maintained records and reporting for operational activities
- Monitor multiple CCTV screens and surveillance systems in real-time
- Good communication and reporting skills

NIGERIA GAS PROCESSING AND TRANSPORTATION COMPANY (NGPTC/NGC) (HSE Officer (Internship 12.2015 – 12.2016)

- Created safety reports and presented same to departmental heads at meetings
- Ensured all materials, tools, equipment, and environments were safe and free from hazards
- Involved in scheduled and unscheduled HSE walkabout
- Carry out safety campaign awareness on site
- Ensure up to date inspection of equipment's and hand tools before using them on site

AGIP (NIGERIA AGIP EXPLORATION (NAE)) (Personal assistant/secretary (Internship 10.2014 – 12.2015)

- Dealing with correspondence and phone calls
- Typing, compiling and preparing reports
- Check frequently the levels of office supplies and place appropriate orders

Skills

- Microsoft Applications (Microsoft Excel, Microsoft Word, Microsoft PowerPoint)
- Communication skills
- Negotiation skills
- Field Supervision & Team Coordination
- Data Collection & Documentation
- Problem Solving & Decision Making

PERSONAL CERTIFICATE:

- | | | |
|---|---|------|
| • Monitoring & Evaluation/ Project Management
La Plage Meta Verse | - | 2025 |
| • AOSH
Participation certificates | - | 2025 |
| • HSE 1, 2 & 3
SafeLife International Oil and Gas Technology | - | 2024 |
| • Accelerated soft skill
Jobberman (Emotional Intelligence, | - | 2022 |
| • National Youth Services Corps (NYSC) | - | 2020 |

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HOBBIES:

Reading, travelling and cooking

REFEREES:

Chief Chamberlain .O Oyibo

Group Managing Director NNPC (Retired)

08033160088

MR. ITEKENA DANIEL

Consultant,

Delta State Board of Internal Revenue,

Delta State.

07034390527