

UTENDALAR UBI ENO

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Ilafe Ajah, Lagos state, Nigeria

PROFESSIONAL SUMMARY

Public Health graduate with hands-on experience in occupational health and safety. Skilled in administration, inventory management, supervision, Known for accuracy, organization, and strong communication skills. Seeking an entry-level role in an NGO, healthcare, or government agency to contribute to program goals and professional growth.

CORE COMPETENCIES

- **Public Health and OHS: Occupational Health and Safety, Monitoring & Evaluation.**
- **Administration and Operations: Front Desk Management, Customer Service, Record Keeping, Report Writing.**
- **Inventory and Logistics: Stock Control, Warehouse Management, Inventory Reconciliation, Daily Reporting.**
- **Leadership and Supervision: Team Leadership, Site Supervision, Task Management, Volunteer Coordination.**
- **Technical and Communication: Audio Equipment Operation, Event Sound Management, Basic Media Communication, MS Office.**

EXPERIENCE

- **Front Desk Officer / Receptionist private Organization for two and a half years.**
- **Served as the first point of contact, managing client inquiries, calls, and visitor relations with professionalism and empathy.**
- **Maintained accurate records, appointment schedules, and administrative files to support daily operations.**
- **Ensured a welcoming environment that reflected positively on the organization's brand.**
- **Storekeeper / Inventory Officer Construction Industry 2 Years**
- **Managed warehouse operations including receiving, storing, issuing, and reconciling construction materials.**
- **Maintained daily inventory logs and reports on materials received, used, and stock balances with 98%+ accuracy.**

- Supported loss prevention through proper documentation and stock control procedures.
- Site Supervisor & Manager in a Construction Industry 2 Years plus.
- Supervised daily site activities, coordinated teams, and ensured adherence to safety protocols and project timelines.
- Monitored resource utilization and prepared progress reports for management review daily.
- Enforced Occupational Health and Safety standards to maintain a safe working environment.
- Technical Director in Deeper Life Campus Fellowship, UNICAL.
- Led the technical team in planning and executing sound for programs with 200+ attendees.
- Operated mixing consoles, microphones, and audio equipment to ensure clear communication during events.
- Managed equipment inventory and trained team members on proper usage and safety.

ACADEMIC PROJECT

- B.Sc. Research Project | University of Calabar, 2024
- Title: Awareness, Attitude and Authentication Practices for Identifying Substandard Medicines Among Adults in Odukpani LGA, Cross River State, Nigeria
- Conducted community-based research on drug safety practices, data collection, and analysis to assess public knowledge and inform health education interventions.

RELEVANT KNOWLEDGE

- Occupational Health and Safety
- A receptionist
- Record keeping
- Event sound production
- Audio sound engineering

PERSONAL ATTRIBUTES

- Excellent verbal and written communication skills
- Strong interpersonal skills
- Ability to work independently and within a team
- Quick learner with adaptability
- Good at welcoming people
- Professional ethics and integrity
- Strong organizational abilities

REFERENCE:

Available on Request.