



DOMINIC NNEOYI I.

HUMAN RESOURCE

CONTACT

☎ 08067277581, 08121881046

✉ mrevergreen46@gmail.com

📍 28, Oke-ona stree, Masha
Surulere Lagos state

EDUCATION

- 2013 - 2017 UNIVERSITY OF CALABAR (UNICAL)
B.Sc (Hons) (Biochemistry.
2nd Class Upper Division
- 2004 - 2012 VISION SECONDARY SCHOOL (UGEP, Cross River State).
Senior Secondary Certificate Examination. (WAEC/NECO)
- 1996 - 2002 POLICE NURSERY/PRIMARY SCHOOL (CALABAR, Cross River State).
First School Leaving Certificate (FLSC)

AWARDS AND ACHIEVEMENTS

NYSC Discharge Certificate of National Service (A-004025102) 2018 - 2019

NDLEA Drug-Free Certificate of Merit 2018 - 2019

TRAINING & EXAMS ATTENDED

Diploma in Desktop Publishing and Microsoft Office, IFOCON Computer College, Benin City, Edo State. 2007 - 2008.

Diploma in Website Development (DJANGO- Front End Developer), 2021 - 2022.

PROFILE

Dominic Nneoyi is a dynamic Human Resources professional whose main objective is to help organizations succeed in today's volatile global economy and competitive business landscape. He has consistently demonstrated a strong passion and competence for HR effectiveness and has participated in organizational projects focused on enhancing business performance and improving business processes.

He is also a Quality Control Specialist with advanced knowledge of Microsoft tools such as Excel, Word, Visio, Outlook and PowerPoint. And proficient in HTML

WORK EXPERIENCE

Africa Global Logistics and Transport HR Department

Human Resource Assistant / Customer Service Officer 2023-TIILL DATE

- Generate e-invoice for the payment of Employees Compensation Scheme (NSITF), National Housing Fund (NHF) Health Insurance, & SPF.
- Generate Remita Retrieval Reference (RRR), as evidence of payment of NSITF, NHF, SPF etc.
- Process exited staff National Housing Contribution for payment by FMBN
- Prepare exited staff correspondence for their Accrude Pension Rights.
- Taking NSITF/NHF payment schedules to their respective offices for proper documentation, and
- Processing Compliance Certificate from PENCOM, NSITF, ITF etc.
- Carries out mail merges for the department
- Process NSITF Claims, for injured & deceased staff
- Communicate with the different HMO-Schemes to assist staffs sorting their medical issues
- To revamp the Company onboarding processes.
- In-charge of managing the leave application of all staff in the group.
- Preparation of staff mission orders(per-diem) and monthly communication for union excos

BOLLORE TRANSPORT & LOGISTICS (NIG) LTD

Human Advisor 2022 - 2023

- Process weekend allowance for outstation staffs, Monthly overtime/daily transport expenses for all staffs.
- In-charge of managing / updating the leave application of all staff in the group.
- Prepares monthly stationeries request for the Department and in charge of beverages distribution for all staff.
- Prepare exited staff correspondence for their Accrude Pension Rights.
- Taking NSITF/NHF payment schedules to their respective offices for proper documentation, and processing Compliance Certificate from PENCOM, NSITF, etc.
- process exited staff National Housing Contribution for payment by FMBN
- Keep records of medical exclusion /additional bills.



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WORK EXPERIENCE

WHITECLEON SERVICES (NIG) LTD

Human Resource Officer

Jan 2021 - June 2022

- Taking NSITF/NHF payment schedules to their respective offices for proper documentation, and processing Compliance Certificate from PENCOM, NSITF, ITF etc.
- Process NSITF Claims, for injured & deceased staff
- Process payment of medical bills for all our pilot hospitals.
- Keep records of medical exclusion bills.
- To revamp the Company onboarding processes.
- In-charge of managing external provider services (Supplies) to ensure that they are compliance with the company's laid down rules.

REAL LINK SERVICES LIMITED

Operations Officer

Jan 2020 - Dec 2020

- Get the official arrival date of the ships and update it in SPOT.
- Register the waybill in the tracking register.
- Obtain Shipping line invoices from Shipping lines.
- Prepare the vouchers for the payment of the invoices.
- Pay the invoices and give the receipt and D/O to the Customs / Delivery Manager
- Engaging with clients on a personal basis to promote the company.
- Following up after business execution to ensure customer satisfaction.
- Coordinates and attends meetings/training on new services and programs.

DELTA SECONDARY SCHOOL

NYSC PPA

August 2018 - 2019

- Develop lesson plans and scheme of work in line with the curriculum objective.
- Process payment of medical bills for all our pilot hospitals.
- Maintain student attendance record, grades and other required records
- Participate in student registration and placement activities
- Prepare course materials, such as syllabu, assignments and textbooks

CONSERVERIA AFRICANA LIMITED (INTERNSHIP)

Quality Control Officer

Worked in the industrial laboratory of Conserveria Africana Limited where I assisted in the analysis of raw materials, and finished goods. (triple concentrated tomato paste).

Worked in the water and effluent treatment plant of Conserveria Africana Limited, where I assisted in the treatment of water used in production, and the treatment of effluent.

Worked in the Qc lab/ Microbiology Laboratory, where I assisted in checking the acidity, alkalinity, lycopene, and bricks(sugar) content of the product, carried out experiments like BOD (Biological Oxygen Demand), COD (Chemical Oxygen Demand), Serial dilution, Inoculation, and how to culture Microbes.

PROFESSIONAL QUALIFICATION

HSE. 1&2 (Exford Global Consult) 2018 - 2019
HSE. 3 (Exford Global Consult) 2018 - 2019
HRP. (Exford Global Consult) 2018 - 2019
PMP (Exford Global Consult) 2018 - 2019
CRP (Exford Global Consult) 2018 - 2019

CORE KNOWLEDGE AND SKILLS

- Excellent written skills, verbal Communication Skills, and Interpersonal skills, high level of coordination, and very attentive to details.

- High degree of proficiency with Microsoft Office Tools, (Excel (basic knowledge of pivot and V-lookup), Word, PowerPoint, MS-Power Bi MS-Visio and Outlook applications: Also skilled(in HTML, & CSS), etc.

PERSONAL DATA

Date of Birth: November 26, 1993.

Sex: Male.

Marital Status: Single.

Nationality: Nigerian.

State of Origin: Cross River State.

Local Government: Yakkure LGA

REFERENCE AND CERTIFICATES

Available on request