

# Akaninyene Archibong

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**Home:** (Nigeria)

## WORK EXPERIENCE

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**National Commission for Museums and Monuments** – Lagos, Nigeria

City: Lagos | Country: Nigeria

### HR Officer

[ 10/06/2022 – Current ]

- Managing employee data and records, including personnel files and benefits information
- Providing support for employee relations, including conflict resolution and grievances
- Ensuring employee compliance with public service rules
- Fostering a positive work environment
- Identifying employee development needs

**Jovie's Kitchen** – Lagos, Nigeria

City: Lagos | Country: Nigeria

### Business Supervisor

[ 06/03/2021 – 25/05/2022 ]

- Supervised, coordinated and scheduled the activities of staff who prepared, portioned and serves customer meals
- Estimated and ordered supplies required for meal preparation
- Maintained records of stock, sales, repairs and wastage
- Trained staff in job duties, sanitation and safety procedures
- Ensured that meals and service met quality control standards

**Gestric Infotech** – Uyo , Nigeria

City: Uyo | Country: Nigeria

### IT Officer

[ 03/09/2014 – 06/10/2020 ]

- Installed, configured, and maintained computer hardwares, software, and network systems
- Provided technical support to users, including troubleshooting and resolving IT-related issues
- Ensured security of IT systems, including data backup, antivirus protection and access controls
- Evaluated and recommended new technologies, tools, and solutions to improve business efficiency and productivity

## EDUCATION AND TRAINING

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### Bachelor of Business Administration

**All Nations University College** [ 05/01/2009 – 18/05/2013 ]

City: Koforidua | Country: Ghana | Website: [www.anu.edu.gh](http://www.anu.edu.gh)

### Data processing and system maintenance

**National Social Investment Program**

City: Benin | Country: Nigeria

### FrontEnd Developer Junior

**Roothub**

Website: <https://theroothub.com/>

## FreeCodeCamp Developer Certification

*FreeCodeCamp*

Website: <https://www.freecodecamp.org/>

## Nigerian Tourism Specialist

*naija7wonders*

City: Lagos | Country: Nigeria | Website: <https://www.naija7wonders.com/>

## SKILLS

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### Soft skills

Communication / Collaboration / Teamwork / Attention to detail / Adaptability / Emotional intelligence / Leadership

### Technical skills

Data analysis and spreadsheet management / Microsoft Office suite / System maintenance / Web development

## VOLUNTEERING

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[ 06/2013 – 07/2014 ] Nigeria

### Teaching Assistant – Immanuel Grammar School | Ibadan

- Designed educational activities that promote physical, social and intellectual growth of students
- Enhanced learning abilities and discipline in students
- Maintained regular communication with parents and staff regarding students' progress
- Assisted teaching staff in implementing daily programs