

GODWIN UDUMA EWA

ADMINISTRATIVE OFFICER | ADMINISTRATION & SECURITY MANAGEMENT

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PROFESSIONAL PROFILE

Experienced administrative and security management professional with over 15 years of progressive experience in institutional administration, security operations, personnel coordination and office management. Currently serving as an Administrative Officer in the Registry Department of Yaba College of Technology, following career progression from Senior Patrolman to Assistant Clerical Officer and subsequently Administrative Officer. Holds a B.Sc. in Public Administration, with additional training in security operations, leadership, governance and institutional management. Demonstrates strong supervisory, reporting, communication, organizational and problem-solving abilities.

CAREER OBJECTIVE

To contribute my administrative, supervisory and security management experience to a reputable organization where I can support effective operations, improve productivity and contribute meaningfully to organizational objectives while continuing to develop professionally.

PROFESSIONAL EXPERIENCE

Yaba College of Technology, Lagos

Administrative Officer — Registry Department | 2025 – Present

- Provide administrative support for effective day-to-day institutional operations.
- Receive and attend to reports and complaints from staff and students, ensuring appropriate follow-up.
- Assist with personnel coordination, documentation, record keeping and office management.
- Support departmental activities and carry out administrative assignments given by management and senior officers.
- Contribute to effective communication, workflow and service delivery within the Registry Department.

Yaba College of Technology, Lagos

Assistant Clerical Officer | 2016 – 2025

- Provided clerical and administrative support to the institution.
- Assisted with documentation, correspondence and record management.
- Supported departmental administrative activities and staff coordination.
- Handled assigned clerical duties accurately and contributed to smooth office operations.

Yaba College of Technology, Lagos

Senior Patrolman | 2010 – 2016

- Conducted regular security patrols of assigned operational beats using the official motorcycle.
- Monitored security operatives and helped ensure they remained alert and responsive.
- Assisted with posting and deployment of security personnel.
- Received and reported security-related incidents involving staff and students.
- Supported the maintenance of a safe, secure and orderly environment within the institution.

De-Favorite Food

Manager | 2003 – 2007

- Started as a Sales Boy in 2003 and was promoted to Branch Manager in 2005.
- Attended to customers' requests for soft drinks, sachet water and bottled water.
- Ensured beverages were properly chilled and served to customers' satisfaction.

- Supervised daily branch activities and supported efficient operations and customer service.

GODWIN UDUMA EWA — CURRICULUM VITAE

PREVIOUS EMPLOYMENT

Integrated Projects (IP)

Foreman | 2009

- Supervised and assisted with the clearing of unwanted rubble and materials.
- Worked according to instructions received from the supervisor and helped ensure assigned tasks were completed properly.
- Worked effectively with team members to accomplish operational duties.

KEY ACHIEVEMENTS & RECOGNITION

- Awarded ****Most Outstanding Staff in the Office of the Dean, School of Engineering**** for outstanding performance in the year 2024, Yaba College of Technology.
- Received a formal commendation letter for outstanding security performance after successfully tracking and apprehending a student found in possession of a live pistol, unused cartridges and charms.
- Progressed from Senior Patrolman to Assistant Clerical Officer through conversion in 2016.
- Subsequently converted to the position of Administrative Officer in 2025.
- Promoted from Sales Boy to Branch Manager at De-Favorite Food in 2005.

EDUCATIONAL QUALIFICATIONS

University of Lagos | Bachelor of Science (B.Sc.) — Public Administration | 2015 – 2020

Ilupeju College, Ilupeju, Lagos | West African Examinations Council (WAEC) | 2004

Eletu Odibo High School | Senior Secondary School Certificate (SSCE) | 1996 – 2003

Myhoung Military Primary School | First School Leaving Certificate (FSLC) | 1990 – 1996

PROFESSIONAL QUALIFICATIONS & TRAINING

- Diploma in Security Operations and Management — In View
- Advanced Diploma in Security Operations and Management — In View
- NYSC Exemption Certificate
- Leadership, Governance and Institutional Management
- Fundamentals of Management and Administration for Improved Job Performance and Greater Job Productivity in the Organisation
- TETFUND Conference

CORE COMPETENCIES

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| • Office Administration | • Security Management |
| • Personnel Coordination | • Staff Posting & Deployment |
| • Report Handling | • Office Management |
| • Record Keeping | • Customer Service |
| • Supervisory Skills | • Microsoft Word |
| • Communication & Interpersonal Skills | • Teamwork |
| • Problem Solving | • Organizational Skills |
| • Incident Reporting | • Operational Monitoring |

ADDITIONAL PROFESSIONAL EXPERIENCE

Part-time experience in bank security, hotel operations and company security assignments, providing additional practical exposure to security monitoring, customer relations, supervision, discipline and operational responsibility.

REFERENCE

Engr. Dr. Mobolaji Agbolade Onasanya

Rector, Abraham Adesanya Polytechnic

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DECLARATION

I certify that the information provided in this Curriculum Vitae is true and correct to the best of my knowledge.

Godwin Uduma Ewa