

Tasks for 23rd March 2020 (GMCA) 8 am -1.30 pm

- + Follow-up emails with GMFA on requested Audited Accounts 2019 Documents
- + Email responses to clients
- + Email responses to applicants
- + Follow up email on requested trade reference for TES Survey.
- + Submitted Reference Check Form sent by Focus Group
- + Confirmation and Updated Vendor Information to Oando PLC
- + Response email and evidence for WAV – Sent to Ufuoma
- + Email on loan application for Mr. Timothy Olajide
- + Received calls from Vendors and technical partners for Bids
- + Other administrative and contracts duties
- + Follow up on Geosciences bid submitted with True Blue Energy

Tasks Between 1.30 pm to 5pm

- + Working on geophysical documents and requested information for Nipex Total ITT Geophysical Tender
- + Call to Shell Representative for the forthcoming close out Contract Meeting.
- + Documents to be presented at the Shell Close Out Meeting
- + Call with R.E.D Service Agent for the renting of the last floor PHC Office
- + Call to Enigma to follow up with New AC Technicians to check the bad ACs for possible repairs, Fixing and purchase of New Parts.