

# ADELEKE O. ADEBISI

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To work in a dynamic challenging organization that organizes hard work and competence where my experience and proficiency will be productively utilized for the advancement of the organization

## PERSONAL DATA

- Date of birth: 12<sup>th</sup> March, 1996
- Gender: Male

## EDUCATION

**Olabisi Onabanjo University** 2018

B.Sc Computer Engineering

**Golden Gate College** 2012

Senior Secondary Certificate of Education (SSCE)

## IT / WORK EXPERIENCE

**AMBITEC SOLUTIONS LIMITED, LAGOS**

Oct 2020 – Present

**Designation: Service/Technical Support Officer**

### Achievements

- Assisting in the development of leading-edge knowledge management and high-level technical know-how on chosen products and solutions
- Assist in managing the company's internal IT support needs such as Website Management, Technical issues, etc.
- Anticipating and reacting to major technology changes to ensure the maintenance of company's leadership in the competitive IT market
- Communicating the company's technology strategy to partners and customers
- Effectively developing and maintaining strong customer relationships
- Assisting and supporting sales team in executing plans

**LEARNING GROOVE INT'L, SOKOTO**

Jan 2020 – Aug 2020

**Designation: Web Developer (PT)**

### Achievements

- Worked side-by-side with developers in coding and test running new websites
- Developed front-end web pages with HTML, CSS, Bootstrap and jQUERY
- Developed back-end web pages with PHP and MySQL
- Created responsive single and multiple web interface with Bootstrap
- Communicated ideas, issues and outcomes with the team
- Assisted other developers in coding and debugging issues

**IMMIGRATION COMMAND AND STAFF COLLEGE, SOKOTO**

Aug 2019 - Jul 2020

**National Youth Service Corps (NYSC)**

**Designation: Administrative Assistant**

### Achievements

- Preparation of communications such as memos, emails, reports and other correspondence
- Scheduling and coordination of staff and other meetings

- Collation and distribution of mails
- Writing and editing of documents
- Created and maintained filing systems, both electronic and physical
- Troubleshooting and debugging of college systems

## **SKILLS**

- Proficient knowledge of cyber security
- Strong knowledge in HTML, CSS, jQUERY and Bootstrap
- Basic knowledge of PHP & MySQL
- Time management skill
- Strong knowledge of GitHub
- Strong knowledge of web management
- Strong knowledge of MS Office (Word, Excel, PowerPoint, Access)
- Proficient communication and writing skills
- Problem solving skill
- Results-oriented, goal-driven, highly analytical, pro-active and detail oriented
- Self-Motivated and Decision-making ability
- Strong knowledge of CCTV installation

## **PROFESSIONAL CERTIFICATES**

- Bitdefender Technical Specialist
- ESET Technical Specialist
- Sophos Sales Consultant
- Health Safety and Environment (HSE 1, 2 & 3)

## **OTHER CERTIFICATES**

- Web Design
- CCTV Installation

## **INTEREST AND ACTIVITIES**

- Writing code
- Working in a team
- Documentaries
- News and Sport

## **REFEREES**

Available on request.