

Okeme Abraham Ugbede

Lokoja, Kogi State, Nigeria

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Professional Profile

I am a hard-working, dedicated, and organized individual with more than six years of experience in teaching, data collection in health programs, and data management. I possess the ability to input and manage data accurately, with great speed, accuracy, and in high volumes. I demonstrate effective communication and organizational skills and can work both independently and within a team. I have a strong ability to organize and prioritize my workload to achieve set goals and deadlines in the most efficient manner.

Education

- **B.ENG Electrical and Electronic Engineering**
Federal University of Agriculture, Markudi
Graduated: 2023
- **NCE. Computer Science /Chemistry Education**
Kogi State College of Education Ankpa,
Graduated: 2015

Certification

- **Safeguarding**
Society for family Health (SFH) April, 2025
- **Auxiliary Social Work**
Federal School of Social Work, Emene, Enugu. August 2024
- **Certificate of National Service**
National Youth Service Corps. October 2024
- **Diploma in Telecom**
Havilah Digital Training Institute, Makurdi. July 2023

Technical and Digital Skills

Microsoft Office Suite (MS Word, MS PowerPoint, MS Excel)

Adobe Graphic Suite (Photoshop, Illustrator & InDesign), Canva

JavaScript, CSS, HTML, Cisco Packet Tracer,

Google form, ODK, KoboCollect, OneApp, NMRS, NDR

Soft Skills

- Excellent oral and written communication
- Strong interpersonal and team collaboration abilities
- Data analysis and reporting proficiency
- Integrity, attention to detail, and adaptability

Employment History

Electronic Data Entry Clerk (EDEC)

Centre for Integrated Health Program (CIHP) Olamaboro LGA

July 2025 – Till Date

- Entered and managed HIV program data using NMRS, EMR, and DHIS2 system
- Ensured data accuracy, completeness, and confidentiality across all client records.
- Conducted data cleaning and validation to support M&E and reporting activities.
- Generated timely HIV indicator reports for program and donor use.
- Collaborated with facility teams to resolve data issues and strengthen data quality systems.

Training and Technology Administrator (TTA)

Global Fund/Catholic Relief Services, SFH, Delta State

April 2025

- Ensured accurate digital attendance tracking at assigned training venues.
- Facilitated effective dissemination of the ICT4D Strategy during participant training sessions.
- Provided technical support and supervision to assigned personnel, resolving technology related issues during campaigns
- Oversaw daily and end-of-activity data synchronization for all assigned campaign staff devices.

Monitoring and Evaluation Officer

New Hope Agency, CIHP, Ankpa LGA, Kogi State

Jul, 2024 – April, 2025

- Maintain accurate and confidential health data in line with government and donor regulations.
- Work closely with healthcare workers, program staff, and community members to ensure effective M&E implementation.
- Train health workers and field staff in data collection, reporting, and use of M&E tools.
- Identify program risks, recommend corrective actions, and ensure quality assurance in health service delivery

Community Case Worker/Desk Officer

New Hope Agency, CIHP, Olamaboro LGA, Kogi State

Jan 2022 – Jul, 2024

- Engaged the community and identified households (HH) for the Orphans and Vulnerable Children (OVC) project.
- Registered identified households using HH registers and organized files/folders.
- Ensured the enrollment and re-enrollment of vulnerable children (VCs).
- Conducted follow-ups to ensure all reactive children reached the ART center for treatment.

Graphic Designer | Technical Assistant | Excel Specialist

Havilah Digital Training Institute, Makurdi

June 2021 – July 2023

- Designed digital and promotional content.
- Provided technical support for training systems.
- Conducted Excel training, Seminar and Workshops for Staff.
- Design books, Posters, flyers and banners and print on DI and banner machine.

Data Manager

Fazt Link IT Solution, Makurdi January

2018 – June 2021

- Designed Google Forms for data Collection
- Configured OneApp, ODK/Kobo Collect on mobile devices for field surveys.
- Provided technical support and managed real-time data operations.
- Prepared analytical reports using MS Excel and PowerPoint.

Achievements:

- Established processes to ensure data integrity by implementing appropriate data types.
- Ensured all job activities adhered to responsible data management to prevent safety or health hazards.
- Maintained strict compliance with the **Data Protection Act** at all times.
- Strengthened the safety and security of the organization's data systems

Referees

Available upon request.