

CURRICULUM VITAE



PERSONAL INFORMATION

Name	SIMDUWA DAVID ALSINA
Address	Esc-K, Bajo 003, Orion-Pueblo Olivos, Sitio de Calahonda, Mijas Costa, Malaga, 29649
Telephone	+34602375234
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Nationality	Spanish
Date of birth	24 TH FEBRUARY 1993

WORK EXPERIENCE

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| <ul style="list-style-type: none">• Dates (from – to)• Name and address of Employer• Type of business of Employer• Position held• Main activities and Responsibilities | <p>May 2017 – Present</p> <p>ANYTECH 365, Calle Pinos los Ur Real, 10, Marbella, Málaga</p> <p>INFORMATION TECHNOLOGY</p> <p>Customer Support Technician</p> <ul style="list-style-type: none">• Provide remote support for clients using Team-viewer• Fixed Printer and email related problems• Fixed driver related problems• Reinstalled windows operating system• Fixed windows applications failures and crashes• General cleaning and optimization of computers• Repaired a hard disk error on a MacBook pro• Repaired a corrupted hard disk and recovered lost files• Transferred all files from old to new computer• Installed, uninstalled and repaired various programs |
| <ul style="list-style-type: none">• Dates (from – to)• Name and address of Employer• Type of business or Sector• Occupation or position | <p>January 2017 – April 2017</p> <p>DATECH Nigeria limited, Plot 129 Ademola Adetukombo crescsent, Wuse II, Abuja, Nigeria</p> <p>IT, Telecoms, Consulting and Food processing</p> <p>Business development personnel / Personal assistant to Chief executive</p> |

<ul style="list-style-type: none"> • Main activities and Responsibilities 	<ul style="list-style-type: none"> • Carrying out feasibility studies on the profitability of business before they are ventured in to by the organization • Play a vital role in product planning and design (Including branding and packaging) • Costing of items, raw materials and conducting of market survey • Preparation of projected income statements to determine the profitability of potential business • Carrying out promotional and marketing activities to boost awareness of the brand products before and after they are launched in the market • Planning and organization of social media campaign • Monitoring and evaluation of some company assets and investments
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of Employer • Type of business or Sector • Occupation or position held • Main activities and responsibilities 	<p>28 / 10 / 2015 – 06 / 10 / 2016</p> <p>National Emergency Management Agency No. 8, Ademola Adetukumbo Crescent, Maitama, Abuja, Nigeria Government Agency Responsible for Disaster Management in Nigeria</p> <p>Planning Officer</p> <ul style="list-style-type: none"> • Organize Meetings • Produce Vulnerability Map for flood prone areas • Report Writing • Drafting of letters for official purposes • Use of Microsoft Excel to keep office inventory / record keeping • Planning and forecasting on disaster management • Registration of internally displaced persons in the country • Use of a GPS in collecting information on the field • Data presentation using Microsoft Power point
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of Employer • Type of business or Sector • Occupation or position Held • Main activities and Responsibilities 	<p>06 / 05 / 2013 – 30 / 08 / 2013</p> <p>Federal Ministry of Environment, Department of Forestry No.28 Augustus Aikhomu way, Utako, Abuja, Nigeria Government</p> <p>GIS</p> <p>Mapping of the forest reserves in the country Sensitization on the importance of forest to the environment</p>

EDUCATION

- Dates (from – to)
- Name and type of organization providing education and training

26 / 05 / 2010 – 08 / 04 / 2015
University of Maiduguri, Borno state, Nigeria

- Principal subjects/occupational Skills

Geography

- Title of qualification awarded
- Level in national classification

Bachelor of science
First Degree

PERSONAL SKILLS AND COMPETENCES

Computer Literate
Basic knowledge of GIS
Familiar with Microsoft office operations
Familiar with both Windows and Mac operating systems
Remote customer support experience

LANGUAGES SPOKEN

ENGLISH / SPANISH

Spanish (Basic)

ENGLISH

- Reading skills
- Writing skills
- Verbal skills

EXCELLENT
EXCELLENT
EXCELLENT

SOCIAL / ORGANIZATIONAL SKILLS AND COMPETENCES

GOOD COMMUNICATION SKILLS
VERY ATTENTIVE TO INSTRUCTION GIVEN
ABILITY TO WORK WITH A GROUP OR INDIVIDUALLY
OPEN TO NEW IDEAS AND TECHNIQUES
VERY HUMBLE, MEEK AND PUNCTUAL
ABILITY TO WORK UNDER PRESSURE
ABILITY TO ADAPT TO CHANGES
VERY PUNCTUAL TO TIMING
COMMITTED AND HARD WORKING

TECHNICAL SKILLS
AND COMPETENCES

FAMILIAR WITH MICROSOFT OFFICE (EXCEL, WORD, POWER POINT)
ABILITY TO USE BASIC OFFICE EQUIPMENTS (PRINTERS, SCANNER, PROJECTOR E.T.C)
ABILITY TO USE BOTH MICROSOFT AND MACINTOSH OPERATING SYSTEMS
TEAMVIEWER FOR REMOTE SUPPORT
ABILITY TO USE THE GPS
FAMILIAR WITH GIS SOFTWARE AND ITS BASIC APPLICATIONS
REPORT WRITING AND PRESENTATION
WRITING OF FORMAL LETTERS

HOBBIES

Travelling, Reading, Hiking and Golf

REFEREE

REFEREE INFORMATION WILL BE GRANTED ON REQUEST

ANNEXES

