

Lucky Joy Oke.

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Address: Warri City

Location: Delta Nigeria

Work Experience

FAST2NET | Ozoro Delta Nigeria

COMPUTER OPERTOR

May.2017 - Dec.2017

- Installed new hardware, software updates and security patches.
- Maintained records of daily data communication transactions,
- Problems and remedial actions taken. Operated and controlled peripheral computer equipment to meet business needs.

HERITAGE ACADEMY SCHOOL-OKUOKOKO, NIGERIA.

TEACHER

JAN 2018 – DEC 2019.

- Adapted teaching methods and materials to meet students' varying needs and interests.
- Created lesson plans and scheduled each day to promote maximum student engagement.
- Planned and organized classrooms that consistently facilitated
- Positive learning experience.
- Created lesson plans and scheduled each day to promote maximum student learning and enrichment.

NIGERIA GAS COMPANY - Warri, NIGERIA

Data entry specialist

May.2020 – OCT.2021

- Updated office databases and records with accurate, current information.
- Transferred data from paper formats into database systems using keyboards, data recorders and optical scanners.
- Photocopied, scanned and printed relevant data for manager.
- Verified accuracy of information and sorted information of documents for computer entry.
- Addressed enquiries by phone or email regarding data information.
- Completed periodic database backups to prevent data loss.
- Corrected data entry errors to prevent duplication or data degradation.

Education

AUCHI POLYTECHNIC AUCHI.

Higher National Diploma, Computer Science - First class upper

Oct.2021 –Nov.2022.

National Youth Service Corps

A-Levels, Computer Science,

May.2023 – April.2024

LANGUAGES

English (Intermediate)

Skills

- Data Entry
- Web development
- Web Development
- Dispatching workers
- Application installation
- Debugging
- Data recovery
- Microsoft office specialist(MOS)
- Videoconferencing
- Classroom behavior management
- Procurement specialist
- Social media handler
- virtual training section

SUMMARY

Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently worked to attract new business opportunities. Talent in administrative oversight, recruitment processes and customer service improvements. Takes on challenging new role harnessing interpersonal skills, collaboration and problem- solving. Driven to deliver high-quality service and consistent results.