



Name : Aigbokhan C. Ogbeiwi
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SUMMARY

An experienced digital savvy personal with a **Bachelor of Science degree in Computer Science**. Intensive experience with desktop and web applications. Good sound, communicating, analytical, presentation, and interpersonal skills.

WORK EXPERIENCE 1

Company Name : AL Batoul Marble & Granite L.L.C, UAE.
Designation : Administrative Assistance / Ass. Foreman
Duration : 16 months (April 2018 – August 2019)

Duties Performed:

- Checking and inspecting stocks received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Creating space for storage of stocks to be placed in the designated areas.
- Making sure the stock names are writing correctly for easy identification and placement.
- Prepared, organized, and filed documents and vouchers including, delivery notes, tax invoices, VAT purchases, postdated cheques, quotations, load permit orders and outside purchase orders.
- Prepared monthly sales reports and maintained an automated stock (marbles) Inventory.
- Tracked and liaised with the clearing agent company to clear the containers at the port in due time to prevent government fines.

WORK EXPERIENCE 2

Company Name : Aim Groups of Companies
Designation : Intern
Duration : 8 months (March 2014 – November 2015)

Duties Performed:

- Installation and management of network equipment at remote sites.
- Design of client panel interface with HTML, CSS & JavaScript.

QUALIFICATIONS

- Bachelor of Science (B.Sc.) in Computer Science, Wellspring University.
- High School Certificate, Aunty Ayo International School
- First School Certificate, Linsy Nursery & Primary School

OTHER SKILLS

- Microsoft Office Suits
- Pact Accounting Software
- HTML, CSS, Bootstrap, Sass, JavaScript, Inkscape (Front end designer / Web Designer)
- Social Media Marketing
- Copyrighting
- WordPress (Installation & Blogging) and
- Computer System Maintenance

STRENGTHS

- Open minded
- Analytical and logical thinking
- Prioritize
- Good team player
- Good work ethic
- Good Communication skill

HOBBIES

- Creating social media content
- Exercising
- Listening to good music / podcasts