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## PROFILE SUMMARY

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A committed and disciplined personality with preference for action and a dynamic ability to fit in any work environment. Dedicated, loyal and dependable person with versatile experience in Data Analysis, management, research, training and office administration.

Currently seeking a work opportunity in an organization which aim at achieving high results from its human resource and encourages mindset ownership to therefore contribute own quota to overall organizational growth.

Interests: Customer Experience, Data Analysis, Leadership, Human Resource Management, Web Development, Digital Marketing, fashion stylist and instructor.

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## SKILLS HIGHLIGHT

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- Ability to work under pressure with core ability to work under little or no supervision.
- Proven leadership abilities with very high attention to detail.
- Good Communication (oral and written) and interpersonal relationship building skills.
- Proficient in the use of Microsoft Office tools (MS Excel), Power point, .
- Strong Analytical thinking with problem solving outputs.
- Strong team work spirit. Ability to work closely with team members to achieve organizational goals.
- Proficiency in the use of computer programming languages ( HTML, CSS, AND python)

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## PROFESSIONALEXPERIENCE

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**National youth Empowerment Scheme at Ileowuro High school,**

**Agbado-Ekiti Ekiti State.**

***Class Teacher/instructor***

**2020**

- Prepared daily, weekly and monthly reports with tools like , MS Excel ,ms word.
- Performed IT role through the installation of systems for ileowuro high school ICT

centre, agbado-ekiti, ekiti state.

- instructor at both Class room and ICT laboratory
- class teacher and coordinator of students behavior

**National youth Service Corps at Ileowuro High school,**

**2017**

**Agbado-Ekiti Ekitt State**

***Class Teacher/instructor***

- Prepared daily, weekly and monthly reports with tools like , MS Excel ,ms word.
- Performed IT role through the installation of systems for ileowuro high school ICT

center, agbado-ekiti, ekiti state.

- instructor at both Class room and ICT laboratory
- typing and preparation of examinational question papers
- making of answer sheet and computation of student scores into results sheets.
- class teacher and coordinator of students behavior
- coordinator of community Developments Service (cds)at NYSC

**Nosa academy, Amai Road, Obiaruku delta state.**

**2016**

***Class Teacher/instructor***

- instructor at both Class room and ICT laboratory
- typing and preparation of examinational question papers
- Marking of answer sheet and computation of student scores into results sheets.
- class teacher and coordinator of students behavior
- preparation of lesson notes

**Team Tech Computer Engineering, Obiaruku,**

**2013**

**Delta state**

### ***Industrial training/ system administrator***

- Receptionist
- sales representatives to customers
- sales documentation for proper accounting
- Prepared daily, weekly and monthly reports with tools like, Microsoft Excel, Microsoft word.
- Performed IT role through the formatting and installation of systems for teamtech computer engineering customers.
- Ensures that customer's get satisfactory services

### **Faith House computer Institute, Ogwashi-uku, Delta state.**

#### ***2012 industrial Training/ computer Network administrators***

- instructor at both Class room and ICT laboratory
- organization of field work practical's , coordinators, and supervisor of students works and behavior

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## **EDUCATION**

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|---|-------------|
| • <b>Post Graduate Diploma in computer science</b>              | <b>2021</b> |
| • Federal university Science and Technology Akure , ondo state. |             |
| • <b>Higher National Diploma in computer science</b>            | <b>2016</b> |
| • Delta State Polytechnic Oguashi-uku                           |             |
| • Obiaruku Grammar School, Obiaruku, Delta State                | <b>2008</b> |
| • Ezionum Primary School, Ezionum                               | <b>2002</b> |

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## **CERTIFICATIONS**

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| Post Graduate Diploma Certificate                  | <b>2021</b> |
| National Youth Service Corps Discharge certificate | <b>2018</b> |

Higher National Diploma (Computer Science)	<b>2016</b>
National Diploma (Computer Science)	<b>2013</b>
Senior School Certificate Examination (NECO)	<b>2008</b>
First School Leaving Certificate	<b>2002</b>

#### **PROFESSIONAL QUALIFICATIONS**

Chartered institute of environmental health and safety (Associate Member Certificate)	<b>2018</b>
Chartered Institute of Environmental Health and Safety (Graduate Member Certificate, level 1-3)	<b>2018</b>
Project and facility management (Graduate Membership Certificate)	<b>2018</b>

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#### **REFEREES**

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Available on request.