**COVER LETTER**

Dear Sir/Madam,

I am a diligent and enterprising young man with a Higher National Diploma (HND) certificate in Computer Science; I have strong desire to excel in the ICT profession and Management Science. Having acquired managerial/administrative, customer-relations, operational, proficient interpersonal skills, I am aspiring to practice and grow to the climax of my dreams in any given area and profession. I am convinced that these skills can benefit your organizational needs as contained in your Job Vacancy.

Given my skills, organizational/administrative abilities, I believe that I have qualifications and enthusiasm that you and your organization need.

Attached herewith is my curriculum vita for perusal.

Thank you in anticipation and for your consideration.

Yours faithfully,



**Christian Akpan**

**AKPAN, CHRISTIAN FRIDAY**

House 5, Ham Road, Flat B, Malali,

KADUNA STATE.

**E-mail:** [Chris.blake2009@yahoo.com](mailto:Chris.blake2009@yahoo.com)

**Phone No(s):** 07039485184, 08157916625, 08164839472, 07084336702

**CAREER OBJECTIVE**

Upholding team spirit which enables growth and expansion by deploying innovative and creative skills and modern techniques (technologies) in co-achieving the organizational goals that realize the dateline.

**PERSONAL QUALITIES**

Goal Setting Ability, Objective-oriented, Proactive, Confidential, Flexible, Trustworthy Team Player, Innovator, Ability to work under pressure and Disciplined.

**PROFESSIONAL SKILLS**

* IT Business Developer/Specialist
* Web Development and Programming Skills in:
  1. PHP/MySQL Programming Language
  2. Basic Programming (VB)
  3. Access Database Administration
* Proficient Data Processing Skills including:
  1. Microsoft Word (with speed and accuracy)
  2. Electronic Spreadsheet using MS-Excel
  3. MS-Access Database
  4. MS-Powerpoint, etc.
* Computer Engineering/Maintenance
* Professional Graphics Designing and
* Network Support Services

**PERSONAL BIO-DATA**

**GENDER:** MALE

**DATE OF BIRTH:** JUNE 23, 1989

**MARITAL STATUS:** SINGLE

**VILLAGE/CLAN:** IKOT AKPAN EDA, EKPARAKWA

**L.G.A. OF ORIGIN:** ORUK ANAM

**STATE OF ORIGIN:** AKWA IBOM

**NATIONALITY:** NIGERIAN

**RELIGION:**  CHRISTIANITY

**LANGUAGE(S):**  ENGLISH, IBIBIO

**EDUCATIONAL QUALIFICATIONS**

1. NASARAWA STATE POLYTECHNIC, LAFIA

**HIGHER NATIONAL DIPLOMA**

**(COMPUTER SCIENCE –DISTINCTION) 2018**

1. DORBEN POLYTECHNIC, BWARI, ABUJA

**NATIONAL DIPLOMA**

**(COMPUTER SCIENCE - DISTINCTION) 2013**

1. SECONDARY SCHOOL ETOI, UYO, AKS

**NECO (SSCE) 2009**

1. NATIONAL HIGH SCHOOL, ITAK, IKONO, AKS

**WAEC 2008**

1. CYBAWORLD CAFÉ, 9 EKA STREET,UYO, AKS

**CERTIFICATE IN COMPUTER OPERATION 2006**

1. CHRISTIAN PRIMARY SCHOOL, IKONO, AKS

**FSLC 1997**

**WORK EXPERIENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **COMPANIES/ ORGANIZATION** | **ROLES/RESPONSIBILITIES** | **DESIGNATION** | **DURATION** |
| **1** | **CompuWorks IT Academy**  34, Curtis Adeniyi Jones close, Gbajumo, Off Adeniran Ogunsanya,  Surulele, Lagos.  **1st Place of Primary Assignment (PPA):**  Federal Science and Technical College (FSTC), Doma, Nasarawa State.  **2nd Place of Primary Assignment (PPA):**  Federal Government College (FGC), Malali, Kaduna State. | 1. Official Representation of the Headquarters at any assigned locations posted to discharge duties. 2. Organization and implementation of ICT teaching plan for the school as contracted. 3. Formulation and Reconciliation of Term’s Curriculum 4. Coordination of the Headquarters’ Business within the location. 5. Discharge of any other delegated and assigned duties | **IT Instructor (promoted to LEAD INSTRUCTOR)**  **Promoted to LOCATION HEAD** | May 2015 – Till Date |
| **2** | **Albert Institute of Technology Ltd/GTE**  No 204 Nwaniba Road,  Uyo - Aks | * 1. Junior Lecturer (under Computer Science Dept) in the Polytechnic Arm of the Institute.   2. In-charge of Computer School Affairs   3. Creation and management of School Database   4. Registration of admitted Students into the School Database   5. Developing Strategies and Implementation of Academic plan for the Computer School   6. Schedule for Examination, Seminar Presentation and other extracurricular activities.   7. Organizing orientation for newly admitted students   8. Administration of Lecturers’ Timetable, Examination Timetable and other regular routine activities, like Quiz competition, etc. | **Head of Computer School** | **May 2014-**  Feb 2015 |
| **3** | A**kwa Ibom Investment and Industrial Promotion Council (AKIPOC)**  No. 143, Olusegun Obasanjo Way, Uyo – Akwa Ibom State. | 1. In-charge of front-desk duties 2. Programming of Correspondence and File Management System 3. Discharging of any other assigned duties. | **Student Attachee** | **2012-2013** |
| **4** | **Twelvegates Identification Sys. Co. Ltd.**  No. 42, Ikot Ekpene Road, Uyo, Aks. | 1. In-charge of Bulk work delivery 2. Writing of Proposals for job-seeking. 3. Design concept creation for incoming jobs 4. In-charge of quality assurance control mechanism and application 5. Recouping risk and customer satisfaction 6. General management and supervision of other employees | **Manager** | **2010-2010** |
| **5** | **Mike Akpakpan & Associates**  No. 89, Ikot Ekpene Road, Uyo, Aks | 1. Drafting of Power of Attorney and presentation for final approval. 2. Letter writing and dispatch of Tenancy agreement to clients 3. Circulation of Rent Notices 4. In-charge of compensation booklet and issuance of payment notices 5. Discharging other ‘prescribed secretarial duties’ with the aid of computer. | **Secretary** | **2008-2010** |
| **6** | **Robertminder International Publishers**  No. 2, Ibiam Street, Uyo, Aks | 1. Design concept creation for Textbook Covers 2. In-charge of final proof-reading correction-effect and pre-press services before press publication 3. Supervision and monitoring the work(s) of other Computer Operator. 4. Assigning vocational re-training and on-the-job training for staff under my department. | **Head of Computer Dept** | **2007-2008** |
| **7** | **Twelvegates Identification Sys. Co. Ltd**  No. 42, Ikot Ekpene Road, Uyo, Aks | 1. Design concept creation for incoming jobs 2. In-charge of quality assurance control mechanism and application 3. Risk management and customer services intelligent management | **Production Manager** | **2006-2007** |
| **8** | **Christian Truth Bookroom**  No. 15, Asutan Street, Uyo, Aks. | 1. Keeping of Daily Sales Records 2. To received customer and catalogue their request(s). 3. Acting in a dual capacity in discharging secretarial duties and receptionist | **Secretary** | **2005-2006** |

**CONFERENCES ATTENDED WITH DATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **PLATFORM** | **FOCUS** | **LOCATION** | **DATE** |
| 1 | **GTS LIMITED** | **“Time Management” (A Corporate Training for CEO, Managers, Human Resource Managers [HRM], and Top Managers)** | **Lafia, Nasarawa State** | **4th – 6th January, 2016** |
| 2 | **Infosys Digital Solution Limited (fmr: CompuWorks IT Academy)** | **Annual Staff Retreat and On-The-Job Training Exercise** | **Lagos State** | **Every September** |
| 3 | Nigerian Association of Computer Science Students  **[NACOSS Akwa Ibom State Chapter]** | **“Innovation and Creativity for Youth Empowerment”** | **Uyo City Polytechnic, Uyo, Akwa Ibom State** | **September 2013** |
| 4 | Nigerian Association of Computer Science Students  **[NACOSS National In Partnership With Ghana – India Kofi Annan Centre Of Excellence In ICT]** | **“NACOSS IT – CHALLENCE TRIP”** | **Accra Ghana** | **MAY – JUNE 2012** |
| 5 | Nigerian Association Of Computer Science Students **[NACOSS NATIONAL]** | **NACOSSITES and Key Information Technology (IT) Player in Nigeria (NAKITPIN 2012)** | **Delta State University, Abraka, Delta State** | **October 2012** |

**REFEREES**

**Mr. God’spower James Akpan**

Federal Science and Technical College (FSTC)

Doma, Nasarawa State.

08162672005

**Amb. (Mrs.) Idara Aquaisua Essien**

Uyo City Polytechnic (fmr: Registrar)

Akwa Ibom State

08023712453

**Mr. Oscar Aloysius Ebong**

Academia

Akwa Ibom State

08028987989