

IDEMUDIA .I. MATHIAS

Flat 1, Glass House, Iyana Agbala, Iwo Road, Ibadan, Oyo State.
07060415378, 07054534066
idemudiamathias@gmail.com

PERSONAL DETAILS

Date of Birth:	3 rd July, 1993
Place of Birth:	Ugboha
LGA of Birth:	Esan South East
State of Origin:	Edo
Sex:	Male

EDUCATION WITH DATES

1999 – 2004	ASCL Staff Primary School II, Ajaokuta, Kogi State
2004 – 2010	Staff Comprehensive Secondary School, Ajaokuta, Kogi State
2012 – 2014	National Diploma Federal Polytechnic Idah, Kogi State
2016 – 2018	Higher National Diploma Auchu Polytechnic, Edo State.

CERTIFICATES OBTAINED

2004	Primary School Leaving Certificate
2010	West African Senior School Certificate
2014	National Diploma in Computer Science
2018	Higher National Diploma in Computer Science (Upper Credit)
2019	Health Safety and Environment Certification (Level One, Two and Three)
2020	National Youth Services Corps (NYSC) Discharge Certificate.

WORK EXPERIENCE

2019 – 2020 – Clerical Duties Officer (NYSC) with Ministry of Trade, Industry, Investment and Cooperative. Responsible for

- Answering phones, taking messages and directing calls.
- Operating photocopiers, scanners, fax machines, personal computers and voicemail systems.
- Maintaining and updating inventory, database, mailing and filing systems.
- Opening, sorting and distributing incoming mail.
- Answering correspondence and preparing outgoing mail.

2013 – 2014 - Assistant to the Head of IT department (SIWES): Power Holding Company of Nigeria (PHCN). Responsible for

- Updating antivirus for all systems.
- Installing antivirus.
- Performing disk defragmentation in all systems.
- Ensuring internet connection among users.
- Preparing monthly report.

2015 - School Teacher: Glory High School. Responsible for

- Writing of lesson note.
- Organizing extracurricular activities among students.
- Taught different classes.
- Assisted in assigning tests assignment.
- Conducting examinations in the school.

2015-2016 Operator: Industrial Training at Nigeria Gas Company. Responsible for

- Daily routine check and monitoring of equipment.
- Cleaning, maintaining and repairing equipment.
- Recording of data and observing temperature/pressure level and flow gauges.
- Any other duties as may be assignment by my supervisor.

COMPETENCIES

- Effective Communication Skills.
- Social Marketing Skills
- Online Promoter
- Digital Marketer
- Brand Manager/Media Consultant
- Blogger/Social Media Influencer
- HSE Officer
- Computer literate with proficiency in (Microsoft Word, Excel and PowerPoint)
- Receptive to training
- Self-motivated and target oriented

REFEREES

Engr. Edohen Olasibor David
Supt. Operations, North,
Nigeria Gas Marketing Company
08037270169
08057451869
edohend@gmail.com

Engr. Edu Omafume
HSE Department,
Transmission Company of Nigeria
08060257732

Mr Ukolo Joseph
Lecturer
Computer Science Department
Auchi Polytechnic, Auchi
Edo State
08038582848