
GIWA KELVIN DIXON(B.Sc.)

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Personal Information

Date of Birth :31st august, 1988
Nationality : Nigerian
State of Origin: Lagos
Local Government: Lagos island

Sex : Male
Marital Status : Single

Profile and Career Summary

To work in a team of competent professionals, striving to achieve organization's set objective through standard operating procedures.

Key Skills

<ul style="list-style-type: none">• <u>Excellent written and spoken communication skills</u>• <u>Good data maintenance and accurate skills</u>• <u>Ability to work with little or no supervision</u>	<ul style="list-style-type: none">• <u>Good presentation and report writing skills</u>• <u>Proficient in Microsoft word</u>• <u>Client satisfaction service</u>• <u>Good relationship among staff</u>	<ul style="list-style-type: none">• <u>Ability to work under pressure and tight deadlines</u>• <u>Ability to work well as part of a team and also act on my own initiative.</u>
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Professional Experience

DELE ODESANMI ASSOCIATES

APRIL 2013

52 road Festac Town, Lagos

In this role, my duties include;

- Proper documentation of all paper work.
- Data input
- Offer prompt and timely updates on operation status to clients
- Ensure all the office facilities are always in operational order
- Maintenance of computer system within the company
- Configuration of a router

Education

[2013 - 2018]	<div></div> B.Sc. Computer Science (Second Class Lower) Ajayi Crowther University	Oyo state
[2002 - 2009]	WASSCE: Bobas High School	Ikere-ekiti, Ekiti State.
[1996 - 2001]	First School Leaving Certificate Central Primary School, Festac	Lagos, Nigeria
IN VIEW	Cisco Certified Network Associate (CCNA)	
IN VIEW	CompTIA Security +	

Hobbies Reading, playing soccer and swimming.

SKILLS SET

Working knowledge of Microsoft Office Packages (MS Word, Excel, Power point)
Skilled in handling simple tools
Ability to work with little or no supervision
Ability to work under pressure
Good communications and interpersonal relations
Creative and innovative
Prepared to accept challenges
Basic SQL experience

References Available upon request