

UJU OYIYA IGWEOKWU

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Solution oriented and zealous about the job, a software engineer with an understanding of web development process, including design, development and deployment. Ready to team-up with existing staff and work with the available facilities in order to attain organizational goals and objectives.

EXPERIENCE

DATES FROM – TO

JOB TITLE, YOUR EDUCATION

- Build a professional website using wordpress.
- Responsible for both backend and frontend development including creating wordpress themes and plugins
- Establishing and guiding the website architecture.
- Designing and implementing new features and functionality
- Managing all aspects of the CMS
- work on user experience and site architecture.
- Managing the domain and email services
- Troubleshooting all site related technical issues around hosting, wordpress and CMS.
- Monitored website performance and handled troubleshooting and wordpress issues.

MAY 2022 – TO

EXECUTIVE OFFICER/OFFICE MANAGER, EMERGENCY AIR MEDICAL SERVICES

- Create written and typed reports, including memos and business letters
- Help organise small to large scale events and provide ongoing assistance during events
- Assist in handling of human resources activities, including payroll and company databases
- Provide standard clerical duties as assigned, including faxing, copying, mailing, and communicating with clients
- Organise meeting schedules for various departments
- Managing Customer's inquiries and responding appropriately
- Performing administrative task as Maintaining diaries and arranging appointments
- Monitoring the office supplies and request
- Answering calls, taking messages and handling correspondence
- Organising and servicing meetings (Producing Agenda and taking minutes)
- Maintain and order necessary office equipment and supplies, as needed.

MAY 2019 – NOVEMBER 2020

FINANCE AND ADMINISTRATIVE MANAGER, BGN AUTOMOBILE LIMITED

- Procuring office supplies while adhering to a fixed office budget
- Invoicing and customer service.

- Coordinating domestic and international travel arrangements, including booking flight, hotels and transport.
- Preparation of budgets.
- Continuously updating employee materials with latest compensation and benefits
- Writing company profile, proposal and quotation for procurement of vehicles
- Answering questions and administration of company benefits plans
- Responsible for planning and overseeing the complete car supply project.
- Processing client rebate reconciliation, reporting and cheque request
- Computation of VAT
- Training and developing staff according to employment regulations.
- Managing conflicts between staff with effective solutions.
- Advising employees on employment law and the employer's own employment policies and procedures
- Recruiting, interviewing and placing employees in their area of specialization
- Researched and created company hand book.
- Administering benefits, compensation and insurance policies for over ten employees

ASSISTANT FINANCE AND ADMINISTRATION OFFICER: NYSC, BGN AUTOMOBILE LIMITED

- Assisting in the preparation of budgets
- Processing invoice
- Accurately recording all financial transactions, on excel sheet
- Organizing company's records.

JANUARY 2017 – DECEMBER 2017

INDUSTRIAL TRAINING, UNIVERSITY OF ABUJA TEACHING HOSPITAL

Served as a Research laboratory scientist at the GOPD research laboratory of the hospital

- Organize received result using numerical filing system.
- I learnt and carried out widal, malaria parasite test, stool and urine MCS (microscopy culture and sensitivity).
- Also carried out rapid tests these includes Helicobacter pylori, malaria parasite, pregnancy and HIV test using strips and carried out urinalysis test using Combi 9 for patients at the GOPD research laboratory.
- With the use of laboratory equipment like Centrifuge, Autoclaves, Incubators, Microscope to run some test in the research laboratory.
- Volunteered in various research in the hospital in the first research I was part of a team that ran free fasting blood sugar for patients
- volunteered in research for free HIV test of patients
- In the third I worked with the research team to run urinalysis test for universal basic education pupils
- Completed data entry, submitted field report

VOLUNTEERED, EXPERIENCE

AUGUST 2018 – OCTOBER 2018

FIELD RESEARCHER, TNS RMS NIGERIA LIMITED

- Assisted the project manager in leading advocacy dialogues with the respondent.
- Completed data entry, submitted field report and updated daily as the interview was completed for the day
- Created detailed budget reports and request for capital expenditure.
- Traveled to the enumeration area (E.A) for data collection
- Planned and coordinate logistics and materials for daily interviews using Google map to locate the enumeration area E.A
- Conducted face to face interviews using computer assisted personal interview (capi).
- Used day's code and Kish grid to select the final respondent.
- Carried out interview in English and Hausa alternatively depending on the language most convenient for the respondent.

APRIL 2017

ENUMERATOR, USAID LEAD-RTI WASH PROJECT

- Traveled to the enumeration area (E.A) to collect and record data.
- Conducted face to face interviews using paper assisted personal interview (pipi).
- Translated the questionnaire for the final respondent from English to Hausa and vice versa.
- Supervised and took record of the Basic facilities provided for the communities.
- Completed data collection and entered and submitted field report.

EDUCATION

APRIL 2022

DIPLOMA IN SOFTWARE ENGINEERING, ALT_SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

NOVEMBER 2021

PGD PUBLIC HEALTH, VERITAS UNIVERSITY

IT'S OKAY TO BRAG ABOUT YOUR GPA, AWARDS, AND HONORS. FEEL FREE TO SUMMARIZE YOUR COURSEWORK TOO.

NOVEMBER 2020

DIPLOMA IN HUMAN RESOURCES(HR), ALISON

IT'S OKAY TO BRAG ABOUT YOUR GPA, AWARDS, AND HONORS. FEEL FREE TO SUMMARIZE YOUR COURSEWORK TOO.

APRIL 2019

B-TECH(HON) MICROIOLOGY, ABUBAKAR TAFAWA BALEWA UNIVERSITY

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

SKILLS

- List your strengths relevant for the role you're applying for
- Team building and good time management.
- Languages: English, Hausa, Igbo & Ebira.
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- Software skills; html, CSS, JavaScript, React JS, hosting services, theme and plugin installation, page builder
- Creativity and Critical thinking
- Strong communication skills
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ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.