

# 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

**JUNE 2022 – CURRENT**

**JOB TITLE, NOUR 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 – CURRENT**

**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
- 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
- Organizing and servicing meetings (Producing Agenda and taking minutes)
- Maintain and order necessary office equipment and supplies, as needed.

**NOVEMBER, 2020– FEBRUARY, 2022**

**HUMAN RESOURCE CONSULTANT, ECRUIT SOLUTIONS LTD**

- Using sales, business development, marketing techniques and networking to attract business from client companies
- Advertising vacancies by drafting and placing advert in a range of social media to attract candidates and build relationships

- Receiving and reviewing applications, managing interviews and test and creating a short list of candidates for client
- Briefing the candidates about the responsibilities, salary and benefits for the job
- Offering advice to both client and candidates on pay rates, training and career progression
- Training and developing staff according to employment regulations.

**MAY 2019 – NOVEMBER 2020**

**FINANCE AND ADMINISTRATIVE MANAGER, BGN AUTOMOBILE LIMITED**

- Procuring office supplies while adhering to a fixed office budget
- Invoicing, Computation of VAT and customer service.
- Coordinating domestic and international travel arrangements, including booking flight, hotels and transport.
- Preparation of budgets.
- Writing company profile, proposal and quotation for procurement of vehicles
- Responsible for planning and overseeing car supply project.
- Processing client rebate reconciliation, reporting and cheque request
- Managing conflicts between staff with effective solutions.
- Recruiting, interviewing and placing employees in their area of specialization
- Administering benefits, compensation and insurance policies for over ten employees

**ASSISTANT FINANCE AND ADMINISTRATION OFFICER: NYSC, BGN AUTOMOBILE LIMITED**

- 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, 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

## EDUCATION

APRIL 2022

**DIPLOMA IN SOFTWARE ENGINEERING**, ALT\_SCHOOL

NOVEMBER 2021

**PGD PUBLIC HEALTH**, VERITAS UNIVERSITY

NOVEMBER 2020

**DIPLOMA IN HUMAN RESOURCES(HR)**, ALISON

APRIL 2019

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

## SKILLS

- Solution oriented
- Team building and good time management.
- Accountability.
- Languages: English, Hausa, Igbo & Ebira.
- Software skills; html, CSS, JavaScript, React JS, Vue JS, hosting services, theme and plugin installation, page builder
- Creativity and Critical thinking
- Strong communication skills

## ACTIVITIES

### **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
- 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.

**APRIL 2017– MAY 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.