**ODE, SUNDAY ADIKPE**

**Opp. Yaikyo Market Junction, Yaikyo Makurdi, Benue State.**

**Phone:** 07031026435, 09029565440, 09062115254.

**e-mail:** [odesundayadikpe@gmail.com](mailto:odesundayadikpe@gmail.com)

**Career Objective**

To work in a challenging environment that will offer me the opportunity of a mutually benefit of career, Ability to work with little or no supervision, Ability to observe, analyze and give useful information and Ability to work in a team environment.

**Key Skills**

* Technology Asset Management
* Product Management
* Project Management
* Performance and Productivity Improvement
* Technical, Vocational and Educational Training (TVET)
* Computer Hardware/Software Maintenance
* Risk Assessment, Health Safety Environment skills
* Radio and TV Mechanics Works (Electronics) Technician
* Printing Press Technology
* Electrical and Installations
* Deployment and Implementation
* Cross Functional Management
* Strong Customer Service Ethos
* Strong Communications Skills
* Excellent organizational skills
* Willingness to sometimes work unsociable hours
* A logical mind
* Enthusiasm for continual learning

**WORK EXPERIENCE**

Designation: **Operation Manager**Organization: **Se-Sedow Consult Limited**   
Duration: **January 2024 – Date**

***Responsibilities*:**

* Project design
* Construction and Engineering Works
* Consultancy Services
* Maintenance Services
* Electrical and Installation Works
* Furnishing and Interior Decorations
* Information and Communication Technology (ICT)
* Manage the distribution and supply functions of the organization
* Ensure on timely delivery of goods and services
* Coordinate and manage the office activities
* Handles Customer queries/complaints.
* Following up on customer queries to ensure that they are resolved efficiently and effectively.
* Attract potential customers by answering product and services questions, suggesting information about other products and services.
* Recommend potential products or services to the management by collecting information and analysing customer needs.
* Resolve products and service problems by clarifying the customer’s complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem.
* Prepares products and service reports by collecting and analysing customer information.
* Contributes to team effort by accomplishing related results as needed.

Designation: **ICT Head OF Department**Organization: **SAMJOSH Best Brains International Academy, Makurdi**  
Duration: **September 2022 – till date**

***Responsibilities*:**

* Providing technical support across the School (in person or over the phone)
* Installing and configuring computer hardware, software, systems, networks, printers and scanners
* Planning and undertaking scheduled maintenance upgrades
* Setting up accounts for staff/Students, ensuring that they know how to log in
* Solving password problems
* Talking to clients and computer users to determine the nature of any problems they encounter
* Responding to breakdowns
* Investigating, diagnosing and solving computer software and hardware faults
* Repairing equipment and replacing parts
* Supervising junior engineering and technical staff
* Obtaining replacement or specialist components, fixtures or fittings
* Checking computer equipment for electrical safety
* Maintaining records of software licences
* Managing stocks of equipment and other supplies
* Testing new technology
* Possibly training more junior staff members
* School Graphic Designer (e.g. create/design the School’s multimedia contents)
* Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions
* Decreased office expenditures 15% by implementing needed controls on stock/supplies and standardizing ordering procedures.

**COMPUTER SKILLS**

***Proficient in:***

* SQL, Python, Tableau, Jupyter Notebook and SPSS
* Microsoft Office Suite, CorelDraw Suite and photo editing suite
* Windows OS and Mac IOS
* Internet Explorers (Safari, Opera, Google Chrome, Firefox, Microsoft Edge, etc)
* Cable and wireless network
* Computer Software/Hardware Troubleshooting/repairs

**TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET) SKILLS**

***Proficient in:***

* Radio and TV Mechanics Works (Electronics Technician)
* Computer Hardware/Software Maintenance
* Printing Press Technology
* Metal Works
* Wood Works

**EDUCATIONAL QUALIFICATIONS**

* **M.Sc (Ed) Technology in Electrical/Electronic***Benue State University Makurdi,* ***in view***
* **B.sc (Hon) Educational Technology***Benue State University Makurdi, 2014*
* **Senior School Certificate Examination (WAEC)***Ibrahim Memorial Secondary School, Onyagede Benue State, 2012*
* **National Technical and Business Examination Board (NABTEB/NTC)**

*Government Technical College Makurdi, 2006*

**PROFESSIONAL STUDIES/SEMINARS/CERTIFICATIONS**

* **CCNA Security (Cisco)**

*Cisco, Certification, in view*

* **Health Safety and Environment (HSE)**

*Level 1, 2 and 3. 2015*

* **Basic First Aid/CPR**

*Certificate of completion, 2015*

* **Risk Management/Assessment**

*Certificate of completion, 2015*

* **Fire Safety**

*Certificate of completion, 2015*

* **Gideonites Computers & Sch. of Tech. Cross River State**

*Diploma in Computer Technology, 2007*

* **Federal Ministry of Labour and Productivity**

*Trade Test I, II & III Radio and TV, 2006-2015*

**EDUCATIONAL PUBLICATIONS**

Nathaniel, A.N., **Adikpe, O.S.** &T.D. Terna (2017). Technical Vocational and Training (TVET) and Entrepreneurship for sustainable industrialization of Benue State. *The Journal of Nigerian Association of Teachers of Technology (JONATT) Vol. 12(1), 1-7*

Markus .K., Aginde .T.D., **Ode .S.A.** & Sylvester .I. S. (2017). Factors affecting the Standard of Education in Public Primary Schools in Gboko Local Government Area of Benue State, Nigeria. *International Journal of Education Research and Management Technology (IJERMT). Vol. 2(4), 63-73*

Kwaji, M. David .A.T., Sylvester .I.S. & **Adikpe .O.S.** (2017). TVET and innovative entrepreneurship for sustainable economic recovery. *The Journal of Nigerian Association of Teachers of Technology (JONATT) Vol. 12(4), 53-60*

David .A.T., Kwaji, M., **Adikpe .O.S.** & Sylvester .I.S. (2017). Funding technical vocational education and training (TVET) for sustainable economic recovery in Nigeria. *The journal of Nigerian Association of Teachers of Technology (JONATT) Vol. 12(4), 82-89*

**PERSONAL DETAILS**

Name: **ODE, SUNDAY ADIKPE**  
Sex: **Male**  
Marital Status: **Married**   
Date of Birth: **22nd March**, **1988**  
Nationality: **Nigerian**  
Languages: **English**, **Igede and Tiv**  
Hobbies: **Reading** **and** **music**

**REFERENCE**

Available upon request