CV

(Curriculum Vitae)

Profile

I am IT Officer with close-on a decade accumulated practical experience in analyzing and problem-solving technical issues with workable solutions in Cyber Security, System Admin, Network Support and IT Support roles with top Nigeria tertiary institution and global leading agro-allied company. I am highly energetic and dedicated IT officer with experience in assisting colleagues, Forward-thinking and team-oriented with a proven history of thinking strategically and initiating action to meet deadlines. Recognized by management and colleagues as an individual who takes on challenges and new responsibilities, and gets things done right. I build Mobile Apps using Flutter for fun.

Employment History

IT Officer (Full-Time) at Flour Mills of Nigerian

Date: January, 2025 – Present

Key Responsibility:

- Provide remote support while carrying out monthly system backup using Veeam.
- Implement policy on the Network firewall using Fortinet Client and security using CrowdStrike.
- Monitoring Network using Meraki dashboard & SolarWind, ensuring 99.9% up times of internet on company Switches and Access points (Cisco Routers).
- Perform network maintenance and system upgrades including service packs, patches, hotfixes and security configurations.
- Provide Level-2/3 support and troubleshooting to resolve issues
- Responsible for writing reports, training staff on new technologies, and developing/implement contingency plans in case of network failure.
- Performed installations and configuring of new computer PC on FMN Domain and Networks
- Liaise with vendors and other IT personnel for problem resolution
- Work within the established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
- Select and implement security tools, policies, and procedures in conjunction with the company's security team.
- Communicating and negotiating with users, specialists, other staff and suppliers.
- Maintaining software application on LAN i.e. MFG Pro, Microsoft Outlook, SAP.

Assistant IT Officer (Contract/NYSC Service) at Golden Sugar Company, Sunti

Date: January, 2023 – December, 2024

Key Responsibility:

- As an Assistant IT Officer I was involve providing technical support related to both hardware, software and Human-ware.
- Maintenance of LAN support and maintenance and other peripheral equipment
- Investigating, diagnosing and resolve all network problems
- Monitor performance and ensure system availability and reliability
- Troubleshooting and repair of software issues.
- Report and resolve network down times with full speed
- Responsible for update/implementation of system security patch, enforcing OS upgrade and Staff training for new UI usage
- Help to ensure the safe and efficient running of a company's IT gadgets and provide user technical support/assistance.
- Ensured company's computer network is always running smoothly, efficiently and up-to-date with necessary network security patches and policy.
- Setting up peripherals, Maintaining and repairing them.
- Troubleshooting, maintenance and replacement of software issues and computer hardware.

ORPAA LUBEM

IT OFFICER/SYSTEM ADMIN

➤ **Contact Details**

orpaastephen@gmail.com

+2347052532663

Contact Address:

SS12, Sunti Sugar Staff Quarters, KM 33 Mokwa – Ja'agi Road, Mokwa, Niger State, 913104

Nationality: Nigeria

Date of Birth:

18th October, 1996

➤ **Links**

Portfolio

LinkedIn

Github

Twitter

➤ **Education**

> **Bachelor of Science (B.Sc) in Computer Science from Federal University of Agriculture, Makurdi (now Joseph Sarwuan Tarka University)**

Date: August, 2023

> **National Diploma from The Federal Polytechnic, Bida, Niger State**

Date: September, 2014

> **SSCE from Government Day Seconder School, Kpege, Mokwa, Niger State**

Date: July, 2009

> **FSLC from Abi Nursery and Primary School, Badariya**

Date: August, 2003

➢ **Skills**

Ability to Multitask

⭐⭐⭐⭐⭐

Work under pressure

⭐⭐⭐⭐⭐

Effective Time Management

⭐⭐⭐⭐⭐

➢ **Hobbies**
- Travelling
- Writing Functional Codes

➢ **Languages**

English   - Professional
Hebrew   - Basic
Espanol   - Basic
Hausa   - Fluent

➢ **References**
- …will be available on request.

User Support (Intern) at Federal University of Agriculture, Makurdi

Date: March, 2012 – September, 2013

Key Responsibility

- Assist over 3,000 students in the creation of student's Username and password to grant them access to ICT wireless facility
- Enable Staff to collate student data consumption information from the school admin network server.
- Team leader of IT student during the PC upgrade from wired to wireless card to enable wireless networking in ICT hall.
- Team leader for quarterly PC maintenance & assist Student use the school portal efficiently

Junior Android Developer (Intern) at Build Space Hub

Date: March, 2021 – December, 2022

Key Responsibility

- Develop app using Flutter & Dart
- Implement Apps Using Firebase, Google Cloud and Google authentication
- Used Retrofit for handling RESTful AP calls
- Used Mobile-ads and Facebook

Computer Instructor (Full Time) at Rock Computer Cyber Café

Date: March, 2018 – March, 2021

Key Responsibility

- Install and Administrate Mikrotic software over the wireless network
- Configure/Setup wireless network firewall
- Used e-Platform (Remita, Quickteller, Others) for payment

Computer Operator (Full Time) at Bekesoft InfoSys and DataTech

Date: November, 2009 – August, 2011

Key Responsibility

- Computer System Unit Assembly and Installation
- DBMS Application End-User
- MS-Office Application End-User
- Corel-Draw & CS-4 End-User

➢ **Professional Certs**
- **Windows Server 2022 (Implementing Group Policy/DHCP&DNS/Install & Configure Active Directory)**
  Date: March, 2024
- **IT and Cyber Security Essentials**
  Date: January, 2024
- **Mobile-Web Specialist at Google Developers**
  Date: July, 2021
- **Fundamental of Android & iOS App using Flutter & Dart at London App Brewery + Google Developers**
  Date: April, 2020
- **CCNA Security at Network Bull, India**
  Date: September, 2020
- **CCNA Networking (Routing & Switching) at Network Bull, India**
  Date: July, 2014
- **Diploma in Computer Operations at Bidapoly Consult**
  Date: August, 2012

LETTER OF MOTIVATION

SS12, Sunti Sugar Staff Quarters,
KM 33, Ja'agi – Mokwa Road,
Mokwa, Niger State, 913104
07th February, 2025.

Dear Hiring Manager,

APPLICATION FOR I.T. SPECIALIST POSITION

I am excited to apply for the position of IT Specialist at your company. With nearly a decade of hands-on experience in IT support, system administration, and cybersecurity, I have honed my skills in managing IT infrastructure, ensuring system security, and delivering user support. Your company's mission to foster sustainable development resonates deeply with my values, and I am eager to contribute my expertise to an organization making a global impact.

In my current role as an IT Officer at Flour Mills of Nigeria's Golden Sugar Company Sunti, I oversee critical IT operations, including maintaining networks, implementing security protocols, and providing technical support to ensure seamless business operations. I have successfully:

- Configured and monitored network infrastructure using tools like Cisco Meraki & SolarWind in ensuring 99.9% uptime.
- Deployed Fortinet firewall and CrowdStrike Windows Sensor solutions to enhance system security and reduce threats.
- Conducted system backups using Veeam, safeguarding critical business data.

Previously, I played a key role in migrating wireless infrastructure at the Federal University of Agriculture, Makurdi, where I led a team to upgrade ICT systems, improve network access, and provide extensive user training. These experiences have equipped me to manage complex IT systems, train users effectively, and align IT practices with organizational policies, akin to your company's focus on maintaining compliance with its standards and guidelines.

Beyond my professional experience, I hold certifications in Windows Server 2022, ITILv4, CCNA Security, and Cybersecurity Essentials, which complement my practical expertise in network security, patch management, and IT process documentation. Additionally, my proficiency in tools like Office 365, SAP, and SharePoint aligns with your company's IT infrastructure requirements.

What excites me most about your company is its commitment to sustainable development through innovation and collaboration. I am particularly inspired by the organization's focus on leveraging technology to address global challenges, and I am confident that my skills and passion for IT innovation can contribute to advancing your company's mission.

I welcome the opportunity to discuss how my technical expertise and proactive approach can benefit your company's IT operations in Nigeria. Thank you for considering my application.

I look forward to the possibility of contributing to your impactful work.

Sincerely,

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