OKOI OKOI OTU

Opposite AA Rano Filling Station, Old Karu, Abuja
+2348110380550, +2347065210214
okoi.otu.okoi@gmail.com

PERSONAL INFORMATION

Date of Birth:	4th June, 1999
Place of Birth:	Ugep
Gender:	Male
Marital Status:	Single
Nationality:	Nigerian
State of Origin:	Cross River
Local Government of Origin:	Yakurr

SUMMARY

Proactive and detail-oriented Computer Science graduate with expertise in technical documentation, procurement, Project Management and office administration. Skilled in report generation, scheduling, and equipment maintenance.

WORK EXPERIENCE

Liviasoft Technologies Limited, Nigeria   **August 2023 - Present**
Procurement and Technical Documentation Specialist
- Developed accurate and detailed quotations for procurement projects.
- Managed technical and financial documentation for bidding processes.
- Collaborated with vendors to ensure compliance and timely delivery of required documents.
- Authored technical and financial reports to support decision-making.
- Provided scheduling support by coordinating meetings and appointments, preventing conflicts.
- Assisted in maintaining office equipment to ensure functionality and availability.
- Engaged with partners, clients, and staff, addressing inquiries promptly and professionally.

Charles Edet Effiong Foundation. (NGO)   **Feb 2021 - Sep 2023**
Data Clerk
- Entered and updated data accurately into company databases, ensuring data integrity and consistency.
- Verified and corrected data discrepancies, maintaining high standards of data quality.
- Organized and maintained physical and digital records, ensuring easy retrieval and security of information.
- Generated reports and summaries for management, supporting data-driven decision-making.

Obung Quarry Company, Akamkpa, Cross River State   **Aug 2020 - Jan 2021**
Payroll Clerk
- Processed employee payrolls accurately and on time, ensuring compliance with company policies and regulations.
- Maintained and updated payroll records, including employee information, deductions, and benefits.
- Resolved payroll discrepancies by collecting and analyzing information, providing prompt and efficient solutions.

EDUCATION

Higher National Diploma in Computer Science   **Sep 2021 - May 2023**
Akanu Ibiam Federal Polytechnic, Unwana

GPA: 3.24/4.00

National Diploma in Computer Science   **Aug 2018 - Aug 2020**
Cross River Institute of Technology and Management, Ugep

GPA: 3.33/4.00

Secondary Education   **Aug 2011 - Aug 2016**
Doctor Okoi Arikpo Memorial Secondary School, Ugep

CERTIFICATIONS

- NYSC Certification (National Youth Service Corps). 15th Aug 2024
- Higher National Diploma Certificate (Computer Science). 31th Jan 2023
- National Diploma Certificate (Computer Science). 30th Sep 2020
- Necco Certificate. Jun 2016

OTHER CERTIFICATIONS

- IBM Data Science Certification, Coursera.org, 6th Dec 2023
- Business Analysis with Excel Certification, Simplilearn.com, 28th Sep 2023
- Foundation of Project Management, Coursera.org, 30th May 2024
- Web Development Certification, Sololearn.com, 30th Apr 2022
- Business Analytics with Excel Elementary to Advanced Certification, Coursera.org, 14th Jun 2024

PROJECTS UNDERTAKEN

Business Consultancy Website Development. 2024

Developed a comprehensive website for a business consultancy using HTML, CSS, JavaScript, Bootstrap, XAMPP, and Visual Studio Code. Utilized Chrome Browser for output visualization. The system enables clients to request quotes for starting up a business. The outcome was a successful platform supporting various business types.

Library Management System Development. 2022

Designed and implemented a library management system during HND studies using HTML, CSS, JavaScript, Bootstrap, XAMPP, and Visual Studio Code. The system, accessible to library administrators, allows them to manage book inventories, borrowed books, due dates, fees, and student records.

Computer-Based Testing System Development. 2019

Designed and implemented a computer-based testing system during ND studies using Visual Basic and MS Access. The system enables student registration and exam-taking based on class level, with access controlled by lecturer permission.

PUBLICATIONS

Title: Mastering Finance: Essential Strategies for Business Entrepreneurs

Publication Date: 26-08-2023

Acceptance Date: 06-10-2023

Web Address: Access Publication

LANGUAGES AND DEGREE OF PROCIFIENCY

Language	Speaking	Reading	Writing
English	Fluent	Excellent	Excellent
Yakurr	Fluent	Excellent	Excellent

SKILLS

- **Technical Skills:** Project Management, Data Analysis, Procurement, Intermediate Programming.
- **Soft Skills:** Communication, Teamwork, Time Management, Creativity.
- **Administrative Skills:** Scheduling, Report Generation, Office Management, Communication.

HOBBIES

Watching Movies, Travelling, Video games(Puzzle, Adventure), Football.