

Okolo, Tochukwu Moses

okolotochukwumoshe@gmail.com | 2348031875173 | H2 Hannacco Estate, Jos, Plateau State

QUALIFICATION PROFILE		
Results-oriented professional with experience in accelerated growth, business reengineering, and financial restructuring. Frequently praised as hard-working by peers, I can be relied upon to help your team achieve its goals.		
AREAS OF EXPERTISE		
Maintenance Organization and Development	Help Desk Support	Network Device Monitoring
Operational Efficiency	Bug Fixes	Research and Data Analysis

EDUCATION	
<b>Bachelors of Science in Business Administrations:</b> University of Jos, Nigeria, 2022 <b>Cisco Networking:</b> University of Jos Cisco Academy, 2020	
PROFESSIONAL EXPERIENCE	
<b>August 2020– Date.</b>	<b><i>IT Administrative Assistant</i></b>
<b>Green Future Builder Initiative</b> <ul style="list-style-type: none"><li>• Considered cost effectiveness, technical feasibility and acceptance to assess or propose sustainability initiatives.</li><li>• Reviewed and revised sustainability proposals or policies.</li><li>• Administered and created training and awareness presentations or materials.</li><li>• Analyzed corporate intelligence data to identify trends and patterns.</li><li>• Created or maintained database of donors.</li><li>• Researched and reviewed regulatory, technical or market issues related to sustainability.</li></ul>	

References: Available on request

