



Ifeoma Udu

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lekki., Lagos, Nigeria

OBJECTIVE

To be associated with a dynamic and progressive organization that will allow me to utilize my abilities and qualifications in the field to add value to the organization while providing me opportunities for growth

WORK EXPERIENCE

Fcg Travels and Tours Limited

June 2016 — September 2016

Intern (summer job)

- Photocopy and print out documents on behalf of other colleagues.
- Maintain computer and manual filing system.
- Cover the reception desk when required.
- Directs requests and calls to the designated units.
- Communicates and coordinates with internal departments.
- Updates staff records within the organization.

Ikoyi Club 1938

November 2019 — January 2020

Intern (ICT DEPARTMENT)

- Cover the reception Desk when required.
- Attend to club members' wifi complaints and resolve them.
- Updates staff records within the organization.
- Updates Member records within the organization.
- Maintain computer and network systems.
- Direct request and call to designated units.
- Photocopy and print out documents on behalf of other colleagues

QUALIFICATIONS

- Certified Microsoft Office Specialist.

EDUCATION

BSC Hons (Computer Science)

University of Nigeria Nsukka

October 2017 — present

BS in Accounting

Columbia University

September 1993 — September 1996

INTERESTS

Music, Reading, Painting, Travelling