**Udu Ifeoma Irene**

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**Mobile**: +2348050281394

**CAREER 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.

**PERSONAL INFORMATION**

**NATIONALITY :** Nigerian

**SEX :** Female

**DATE OF BIRTH :** 27th May, 1999

**SKILLS**

* Good Communication skill
* Quick to adapt and learn
* Team player
* Sound I.T skills
* Self Management

**CERTIFICATE AND ACADEMIC QUALIFICATIONS**

* BSC Hons (Computer Science) University of Nsukka, Nigeria. 2017- Till date (**In View)**

**EMPLOYMENT HISTORY**

**Fcg Travels and Tours Limited (Summer Job)**

Roles and Responsibilities

* Photocopy and print out documents on behalf of other colleagues
* Maintain computer and manual filing systems
* 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 (ICT Department Internship)**

Roles and Responsibilities

* Updates staff records within the organization
* Updates Member records within the organization.
* Cover the reception desk when required.
* Attend to members' Wi-Fi complaints and resolve them.
* Maintain Computer and Network systems.
* Direct Request and calls to the designated units.
* Photocopy and print out documents on behalf of other colleagues.

**TECHNICAL PROFICIENCY**

* Conversant with **Microsoft Office Applications: Word, PowerPoint and Excel, etc.**
* Certified **Microsoft Office** Specialist.
* Ability to use **Canva.**
* Skilled and fast typist.

**INTEREST**

Reading, Coding, Designing, Music and Travelling.

**REFEREES: AVAILABLE ON REQUEST**