

Udu Ifeoma Irene

CONTACT

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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 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

November 2019 — January 2020

Intern (ICT DEPARTMENT)

- 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.

QUALIFICATIONS

Microsoft Office Specialist Certification.

Certificatiion Of Completion.

She Code Africa UNN Technical Writing Bootcamp certification.

EDUCATION

BSC Hons (Computer Science)

October 2017 — present

University of Nigeria Nsukka

INTERESTS

Music, Reading, Painting, Travelling, Graphic Designing, Photography