

DAVID UDUAK UDOH

Abuja, Nigeria | 08074657635 | dave.uduak@gmail.com | <https://ng.linkedin.com/in/david-uduak01>

PROFILE

Administrative and Technical Support Assistant with a strong foundation in computer engineering and networking. Demonstrates excellent administrative strengths including organization, record-keeping, scheduling, reporting, and cross-functional communication. Proven ability to support teams, coordinate tasks, manage documentation, and ensure smooth office and project operations. Detail-oriented, reliable, and adaptable, with a growing interest in technology, network systems, and emerging digital solutions.

SKILLS

Technical Skills — Networking: *Cisco Packet Tracer, Network Configuration, Troubleshooting, Cable Management.* | Development: *HTML, CSS, C Programming, Next.js.* | Tools: *Power BI, SharePoint, Microsoft Teams, Microsoft Excel, Adobe Photoshop & Illustrator.* | IoT & Blockchain: *Arduino, IoT Systems, Sui Blockchain.*

Soft Skills — Project Management, Team Leadership, Communication, Public Speaking, Problem Solving.

EXPERIENCE

Administrative Officer, DRECAN COMMODITIES

12/2025 – Present | Abuja

- Supported executive leadership, ensuring smooth organizational startup operations.
- Produced accurate reports on progress made and maintained comprehensive records to uphold transparency, compliance, and accountability.
- Supported the manager in developing and implementing an effective organizational framework and operational plan.
- Coordinated and monitored task execution to ensure timely completion and adherence to set objectives.
- Managed branding activities, creating high-impact brand designs that enhance product visibility and differentiation.

Administrative / Human Resource Officer / Study

09/2025 – Present | Abuja

Consultant, PHOENIX GLOBAL TRAVEL SERVICES

- Delivered high-level administrative support driving smooth and efficient organizational operations.
- Streamlined documentation and scheduling, improving efficiency by 70%.
- Sourced qualified candidates, conducted interviews, screened applicants, and recruited staff who met agency standards, improving target achievement rates by 20%.
- Managed staff & client records.
- Implemented a referral system, enhancing client acquisition.
- Assumed managerial responsibilities in the manager's absences, ensuring uninterrupted operations and continuity.
- Handled incoming/outgoing mail, letters, and agreements.
- Prepared reports and maintained accurate records to ensure transparency and accountability in all activities.
- Led the study team in processing applications for study clients, successfully securing overseas admissions.
- Reviewed and assessed client documents for visa and study applications, ensuring accuracy and compliance with requirements.
- Identified a university outside our usual platform offering affordable tuition, expanding overseas admission options for study clients.

Student Intern, NNPC GAS MARKETING LIMITED	03/2024 – 08/2024 Abuja
<ul style="list-style-type: none"> Gained hands-on experience with Cisco Packet Tracer and network devices. Simulated NGML's network structure to enhance training efficiency. Used Microsoft Teams, Forms, and Excel for collaboration and documentation. Conducted research and delivered technical presentations on network devices. 	
Student Intern, TENO ENERGY RESOURCES Ltd.	06/2023 – 09/2023 Abuja
<ul style="list-style-type: none"> Developed company websites using HTML, CSS, and Next.js in a collaborative team. Completed Energy Learning Training and specialized courses in Oil & Gas Contracts, Policy Analysis, and Financial Planning. Supported IT operations and contributed to data analysis tasks. 	

Student Intern, NNPC LIMITED	08/2022 – 10/2022 Abuja
<ul style="list-style-type: none"> Performed network configuration, troubleshooting, and service support. Assisted in cable management to maintain optimal infrastructure performance. Provided technical support to improve network reliability. 	

PROJECTS

IoT Livestock Feeding & Security System,	2025
<i>Automated time-based system for livestock feeding & security</i>	
<ul style="list-style-type: none"> Developed an IoT-based automated, time-controlled feeding and security system with real-time monitoring using IoT technology. 	
AgroChain, A Blockchain-Based Transparency platform	2024
<ul style="list-style-type: none"> Led a team to develop a blockchain and IoT-powered platform for transparent agricultural supply chains; secured 2nd place in the SUI On Campus competition. 	

EDUCATION

B.ENG. COMPUTER ENGINEERING, First Class Honours,	2021 – 2025 Abuja
<i>VERITAS UNIVERSITY</i>	
<ul style="list-style-type: none"> Completed Cisco Cyberops Associate Certification Course. President, Nigerian Universities Engineering Students' Association {NUESA} (2023 - 2025) Vice President, Students Representative Assembly {SRA} (2024/2025) 	
WEST AFRICAN SENIOR SCHOOL CERTIFICATE,	2015 – 2020 Uyo
<i>JEVIC SCIENCE ACADEMY</i>	

AWARDS, RECOGNITION & CERTIFICATE

Professionalism & Team Choice,	2025
<i>Phoenix Global Travel Services</i>	
Dedication and Exceptional Commitment,	2025
<i>Phoenix Global Travel Services</i>	
Alx Virtual Assistant Certificate, Alx	2025
Tech Genius Of The Year, Students Representative Assembly	2025
Most Committed To Voluntary Service, Veritas University	2025
Most Influential Student, Nigerian Universities Engineering Students Association (NUESA)	2024