

DAVID UDUAK UDOH

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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 Consultant, PHOENIX GLOBAL TRAVEL SERVICES 09/2025 – Present | Abuja

- 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
- 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
- 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
- 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
Automated time-based system for livestock feeding & security
- 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
- 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
VERITAS UNIVERSITY
- 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
JEVIC SCIENCE ACADEMY

AWARDS, RECOGNITION & CERTIFICATE

- Professionalism & Team Choice,** 2025
Phoenix Global Travel Services
- Dedication and Exceptional Commitment,** 2025
Phoenix Global Travel Services
- 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