

FORTUNE OMAMUZO EFREGEDE

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- Regulatory Compliance
- MS 365 Office Suite
- Verbal & Written Communication
- Organization
- Time Management
- Strategic Planning
- C & C++
- HTML, CSS, JavaScript & React.js.
- Gmail

WORK EXPERIENCE

Network Engineer-Graduate Trainee, CyberSpace Limited – Lagos, NG

November 2023 – Present

- Defined project scope and collaborated with network engineers to assess hardware, software and personnel needs.
- Tracked and reported identified information system vulnerabilities and recommended actionable solutions to decrease risk.
- Researched, designed, and implemented security solutions for network infrastructure.
- Maintained accurate documentation of network configurations, topology, and policies.
- Handled daily network maintenance with new installations, configurations and troubleshooting of devices, cabling and equipment.

Office Manager, Aragmfam Consulting Services Limited – Warri, NG

December 2022 – September 2023

- Fielded questions from staff, customers and vendors using phone and email.
- Built collaborative working relationships within organization to achieve goals.
- Reconciled accounts and managed documents to facilitate office operations.
- Oversaw pick up and drop offs of crucial supplies and materials.
- Updated personnel records to document promotions, performance reviews and other employee transactions
- Maintained, coordinated and updated the client database, records and mailing lists.
- Maintained an inventory of office supplies.
- Trained new employees on company policies, procedures, and software systems.

Embedded Systems Engineer, Oseke Embedded Systems and Robotics – Warri, NG

January 2021 – June 2021

- Design and build embedded systems, including embedded system firmware
- Test and debug the systems.
- Monitor and maintain the system after development.
- Improve system efficiency and stability after development.
- Collaborate with customers to create systems based on their needs.
- Design, construction and installation of home security systems.
- Design and construction of autonomous robot.

Storekeeper, Nurist Construction – Warri, NG

January 2016 – November 2016

- Maintaining and keeping track of receipts, records, and withdrawals of the stockroom.
- Overseeing and/or exercising general control over all the tools and activities of the store.
- Inspecting the construction site and ensuring that all tools and/or equipment are complete and in good shape.
- Answering questions regarding procedures and resolving issues that may arise on receipts, deliveries, warranties, repairs, and surplus supply.
- Examining and reviewing deliveries for discrepancies and damages and reporting to necessary personnel for reimbursements and record keeping.
- Executing other stock-related duties which may include returning, packing, pricing, and labeling supplies

EDUCATION & CERTIFICATION

2016-2023	2022	2011-2015	2006-2011
Federal University of Petroleum Resources Effurun	Dominion Youth Empowerment Network (DYEN)	Okene Secondary School, Okunokoko	Okene Primary School, Okunokoko
Bachelors of Engineering	HTML, CSS, JavaScript & React.js	● SSCE	Primary School leaving Certificate
● Electrical/Electronics Engineering			
● CGPA: 4.47/5.00			

