

IMO EBERE EDWARD

15 Murkan Daura Road, Makera Estate Opposite NAF Base Katsina, Katsina state.

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Tel: 08087255349, 08134326791

OBJECTIVE:

To serve/work where my abilities and qualifications will be duly rewarded and to be able to learn, adapt and equip myself for higher responsibilities. And earnestly seek to develop myself in any capacity to meet the objectives of the organization and identify opportunities in the environment, and tailor existing service to meet the needs of customers/clients. Also, to contribute immensely to the growth and development of your organization.

BRIEF PROFILE/ PROFESSIONAL ABRIDGEMENT:

I am an energetic young man with good leadership qualities; I have skills in computing, Data Entry, Medical Recording, web development, Programming, Database Creation, Facility and Project Management. I am high innovative and can work with minimum supervision, channeling all my skills towards achieving organizational objective.

BIO-DATA:

Date of Birth:	21 st March, 1995
Sex:	Male
State of Origin:	Ebonyi
L.G. A.	Afikpo South
Nationality:	Nigerian
Religion:	Christianity

EDUCATION:

Higher National Diploma in Computer Science (Upper Credit)	2016-2018
Akanu Ibiam Federal Polytechnic, Unwana-Afikpo, Ebonyi State	
National Diploma in Computer Science (Upper Credit)	2013-2015
Akanu Ibiam Federal Polytechnic, Unwana-Afikpo, Ebonyi State	

West African Examination Council (WAEC) 2005-2011
Gbaja Boys High School, Surulere, Lagos State.

First School Leaving Certificate (FSLC) 2000-2005
Prestige Children School, Itire, Surulere, Lagos State

CERTIFICATES:

Post Graduate Diploma in Project Management
(Budgeting and Risk Management) 2020

CHARTERED INSTITUTE OF PROJECT MANAGEMENT (CIPM)

Project Manager Professional (planning and Management of project) 2020
The American Academy of project Management

Diploma in Facility Management 2020

CHARTERED INSTITUTE OF CONTRACT PROJECT AND FACILITY MANAGEMENT

NYSC (National youth service corps) 2020

Certificate Of Participation In Best Coder Contest 2017

CODE DIGEST LIMITED

Diploma in Web Development
(HTML: PHP: Bootstrap: MySQL: Macromedia Firework) 2016

ST PATRICK ICT FIRM

Certificate of proficiency in human resource and skill acquisition 2015

Horebson Resource

Certificate of competence in swift office Edge-proficiency in Advanced
Office Application (MS Excel: HTML: MS publisher) 2010

NIIT, Surulere Center Nigeria.

AWARD/ACHIEVEMENT:

Certificate Of Achievement

2020

Best Performing Student of chartered institute of Contract Project and facility Management.

MEMBERSHIP OF BOARD/COMMITTEE:

- Associate Member Chartered Institute of Project Management(ACIPM)
- Chartered Project Manager(CPM)
- Project Management Professional(PMP)

PROJECT WORKS:

- Web base attendance system using HTML, Bootstrap, PHP, MySQL
- Web base Admission System using HTML, JavaScript, PHP, MySQL.
- Web base transcript system using HTML, Bootstrap, PHP, MySQL.
- Web base Result Management System using HTML, Bootstrap, PHP, MySQL

WORK HISTORY:

Information Technologist/ Medical Record clerk

06/2019 – Till Date

213 FOB, Medical Center, Nigerian Air Force Base, Katsina, Katsina State.

Tasks/Main Activities:

- Installing, configuring and updating of computer software.
- Removing malware and other threats from computer systems.
- Processing records of admitting and discharging patients.
- Preparing patients charts and gathering information and documents from patients.
- Ensuring that the medical records are organized, accurate and complete.
- Creating digital copies of paperwork and storing the records electronically.
- Preparing weekly and monthly statistical returns for in and out patients.
- Document all transactions for future reference.
- Transferring data into the facility's main system database.
- Anticipate and report the cost of replacing or updating computer items.
- Perform general office duty such as Scanning, photocopying and typing of document.

Delivery Courier
BMNL Express, Ikorodun, Lagos State.

11/2018 – 06/2019

Tasks/Main Activities:

- Build and maintain professional relationships with customers
- Delivery items to the appropriate customer
- Report customer questions, issues and complaints to management.

Industrial Training (IT Student)
St. Patrick ICT firm, Abakaliki, Ebonyi State.

11/2015- 10/2016

Tasks/Main Activities:

- Kept physical files and digitized records organized for easy
- Scanning, Typing and editing document using Microsoft word
- Designing, prototyping and testing system.
- Research and investigate project requirements.
- Designing web pages using Macromedia DreamweaverCS6.
- Designing images using Macromedia Fireworks 8.

Office Assistant
Metrotek Cleaning Services, Surulere, Lagos State.

4/2012-05/2013

Tasks/Main Activities:

- Use appropriate filing system of documents
- Keep daily inventory of document
- Interacting with customers by email or in person to provide information

SPECIAL SKILLS/COMPETENCE:

- Proficient in Microsoft office and data entry (MS excel)
- Ability to work under stress with accurate results
- High sense of records and data collections
- Team work/spirit
- Very Committed and Flexible
- Time Management
- Fast to learn and impact knowledge
- Communication skills and negotiation
- Willing to work and motivate others

TECHNICALSKILLS:

- Web Development (PHP, HTML, JAVASCRIPT)
- Database Creation
- Data Entry
- Programming
- MS Office and Internet Surfing
- Ability to Read Medical Records
- Proficiency in Structural Query Language (SQL)
- Facility and Project Management
- Computer skills and proficiency
- Knowledge of Google Suites(Google Dive, Docs, Sheets, Photos)

REFEREES:

Flight Lieutenant EC Eze

CO Med.

213 FOB, Med Center, NAF Base Katsina, Katsina state.

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Flying Officer CD Emeka

Med Officer

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