

KEHINDE OLUDARE TOSIN

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Address: House 8, A Close, CBS Estate, Lugbe, Abuja.

PERSONAL SUMMARY:

Goal driven and result oriented, Information Technology Professional, with a passion for innovation, enthusiasm for learning and excellent Leadership, Interpersonal and communication skills.

EDUCATION AND QUALIFICATIONS:

2014 – 2015	Northumbria University Newcastle	<i>MSc Computing & Information Technology with Distinction</i>
2012 – 2013	National Youth Service Corps	
2007 - 2012	Covenant University	B.Eng. Computer Engineering <i>Second Class Upper Honors Division (2.1)</i>

WORK EXPERIENCE:

Policy and Legal Advocacy Centre (PLAC) 2016 till date

Duties & Responsibilities:

- Gathering of requirements and analysis of IT Projects
- IT projects management
- Ensuring the organizations Network is up at all times
- Ensuring the security of the Network and all organizations data and information by keeping Antivirus up to date, and periodic cyber security education to staff
- Assist staff in resolution of all software issues and provision of guidance on the use of everyday applications like Microsoft Office Suite etc
- Management of the inventory of IT Equipment
- Management of IT Issues log
- Research and procurement of IT equipment
- Troubleshooting and Maintenance of the organization's IT equipment (Printers, Servers, Workstations, Multimedia Equipment etc)
- Periodic Backup of organization and staff data and information
- Diagnosis and Resolution of both hardware and software issues on both Windows and Mac OS based systems for all staff of the organization
- Onboarding of new staff, setting up of emails, profiles, and IT Policy orientation exercises.
- IT Policy development
- Periodic IT training for staff
- Supervision of 3rd party service providers, for outsourced equipment and services
- Photography, Image retouching and Videography
- Media Management
- Website Design and Management
- Design and conceptualization of Infographics and Publications
- Design and creation and quality control of Newsletters, Brochures, Banners, Flyers, Program Stationaries (Folders, Jotters etc
- Design and creation of effective Multimedia Presentations

AVM Consults Limited (National Youth Service Corps) 2012-2014

Duties and Responsibilities:

- Projects requirements gathering and analysis
- Project Supervision and management
- Organization and facilitation of routine information technology seminars
- Computer systems administration, monitoring and control
- Network monitoring, support and maintenance
- Periodic preventive maintenance exercises on companies IT infrastructure
- Research and procurement
- IT infrastructure system security management
- Supervision of 3rd party service providers, for outsourced infrastructure
- Installation and configuration of computer software, hardware and operating systems. (Windows and Mac OS)
- Troubleshooting and maintenance of workstations, networks and mobile devices
- End user support
- Web content development, website maintenance, optimization, troubleshooting and supervision
- Graphic design and illustration

AVM Consults Limited (Internship) Feb - Sept 2011

Duties & Responsibilities:

- Setup, Installation and Maintenance of computer hardware.
- Installation and configuration of computer software.
- Supervision and troubleshooting of company networks and peripherals.
- Configuration and testing of information technology hardware and software.
- Support and the networking of client sites, installation, deployment, troubleshooting
- Website Design, supervision and content management.
- Supervision and maintenance of Information technology laboratories
- Facilitation of Microsoft based modules and certifications.
- Graphic design and illustration, multimedia preparation and supervision.
- Brand identity and social media management.

CERTIFICATIONS:

FEB 2011	Microsoft Digital Literacy
JUN 2012	Cisco Certified Network Administrator (CCNA)
DEC 2012	George Washington University Managing Projects Course
JUL 2020	ITIL V4

REFEREES:

Alfred Martins MD/CEO (AVM Groups) 08180627627	Olumide Adebayo IT Officer (PLAC) 08184565572	Alex Akolo Embassy of Brazil 07032930891
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