

# ADOH AZUBIKE PASCAL

## PROFESSIONAL SUMMARY

Dedicated Data Entry Officer with 3+ years of experience in accurately and efficiently entering and managing data. Adept at using Excel and SPSS to organize and analyse information, resulting in improved data quality and decision-making. Possesses a strong attention to detail and excellent typing skills.

## EDUCATION

### **B.S. Mathematics and Computer Science**

University of Port Harcourt | 2023

## EXPERIENCE

### **I.T intern**

Feb 2020 – Nov 2022 | CITE UNIPORT, Port Harcourt

- Entered and verified data from various sources into the company's database with a focus on accuracy and completeness.
- Utilized advanced Excel functions and formulas to analyze and process large datasets, improving data quality.
- Conducted regular data validation checks to identify and rectify errors, ensuring data integrity.
- Collaborated with cross-functional teams to gather and organize data for reporting and analysis.
- Maintained strict confidentiality of sensitive information and adhered to data security protocols.

### **Security Guard**

April 2018 – August 2021 | University of Port Harcourt, Port Harcourt

- Implemented comprehensive security measures resulting in a significant reduction in security incidents.
- Responded swiftly and professionally to incidents and emergencies, ensuring the safety of university property and personnel.
- Fostered strong relationships with local law enforcement and emergency response teams to enhance security protocols.

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📍 Ijebu Ode Ogun state, Nigeria.

## CERTIFICATION

### **Huawei Certification Routing and Switching**

Awarded by Huawei

### **CERTIFIED IN DATA ANALYSIS, MINING, AND PRESENTATION**

Proficient in Python, SPSS, Excel Macros, and Power BI

Awarded by CITE UNIPORT

### **Certified in Embedded System and Design**

Awarded by CITE UNIPORT

## TECHNICAL SKILLS

- Data Entry
- SPSS / python
- Excel (Advanced)
- HTML / CSS
- JavaScript
- React JS
- Fast Typing Speed
- Data Validation
- Data Quality Assurance
- Attention to Detail
- Time Management
- Confidentiality
- Communication Skills

## Front Desk Officer

Jan 2015 – Jan 2018 | Pebbles Hotel and Suites, Ijebu Ode

- Efficiently managed guest registration, leading to improved guest satisfaction.
- Successfully handled cash transactions and financial records, ensuring accuracy and compliance.
- Streamlined office operations by effectively managing incoming and outgoing communications and packages.

## LANGUAGES

English (fluent)

Yoruba (fluent)