

PHILIP OCHIKA

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Kawo, Kaduna.

Objective

I seek Challenging Opportunities where I can fully utilize my skills for the success of the organization.

Skills

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- UI/UX Design
 - Data Analysis with Excel & Googlesheets
 - Communication Skills (Written & Verbal)
 - Microsoft Office Suite
 - Emotional Intelligence
 - Customer Relationship Management
 - Interpersonal Skills
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Experience

Road Preppers LTD: Lara.ng

2018-Present

Advanced Mapper & Data Quality Assurance Personnel

- Data analysis with Microsoft Excel & Google sheets.
- Google map Data Analysis.

Independent National Electoral Commission

January 21st-January 25th

Assistant Presiding Officer 1

- Operate the Smart Reader.
- Verify and Authenticate Voters' Biometric Data.

National Board for technical Education Kaduna State

2015-2016

Administrative Assistant (Intern)

- Managing incoming & outgoing mails.

- Managing staff files & office records.
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Education

Waziri Umaru Federal Polytechnic Birnin Kebbi, Kebbi State.

2016 - 2018

- Higher National Diploma in Public Administration

Federal Polytechnic Kaura Namoda Zamfara State

2013 - 2015

- National Diploma in Public Administration

Government Senior Secondary School Rigachikun Kaduna

2005 - 2011

- West African Senior School Certificate Examination

National Teachers Institute Staff school Kaduna

2000 - 2005

- First School Leaving Certificate
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Language

- English Language, Igala Language, Hausa language

Achievement

Organizer/Coordinator of Community Service Project

- Inter-School Quiz Competition
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NGO Project

Ysouth Mentoring and Capacity Development in Igabi LGA Kaduna State. (Supervised by Young African Leaders initiate YALI, Ghana Rlc.)

Certifications

Green Entrepreneurs

December 2020

- Eco-Enterprises fund | United Nations Development Programme

Project Management

September 2020

- PMI: Project Management Institute | LinkedIn Learning

Data Analysis with Excel**August 2020**

- National Ass. of State Boards of Accounting | LinkedIn Learning

Certificate of National Service**March 2020**

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- National Youth Service Corps (NYSC) Nigeria

Associations

A Volunteer member at Y VOTE NAIJA, (Engage in voter education exercises nationwide)

Reference

Available Upon Request