MENI AWUDUMAPU OJOKO

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SUMMARY

- Energetic self-starter with experience in Data Analysis and IT Support.
- Excels in providing exceptional IT Support service to clients; especially skilled in handling system optimization for clients.
- Proficiency with Microsoft PowerPoint and Excel, Google Docs, and Microsoft Packages
- Passionate about staying updated with the latest trends in technology and data analysis. Always eager to learn new tools and techniques to keep skills relevant and effective.

EDUCATION

Institut Superieur de Communication Organisation Et De Management   December 2017 – October 2020
BSC, Computer Science

WORK EXPERIENCE

IT Specialist   **June 2021 - Present**
Triple Hands Professional Services

- Managing IT systems, and networks, and ensuring cybersecurity.
- Performed troubleshooting, system maintenance, and optimizing IT operations to reduce downtime and enhance productivity
- Troubleshoot systems, Networks, and printers to detect faults and successfully solved over 70% of the issues detected
- Perform Analysis of Bank statements for clients, used for preparing audited accounts for different clients.

Software Engineering Intern   **May 2018 - September 2019**
Chamherry Computers – Lagos, Nigeria

- Collaborated with peers to plan and successfully repair faulty systems.
- Installation of software for over 30 Systems.
- Performed general system maintenance

Administrative Intern   **December 2016- May 2017**
Nigeria Airforce Mobility Command - Bayelsa, Nigeria

- Helped organize the filing system of the Police Department and administrative support
- Prepared Annual Personnel Evaluation report.
- Rebranded the Personnel and Staff ID cards

CERTIFICATE

- **Udemy- The complete Data Science Bootcamp** **Dec 2022**

- **365 Data Science**
    Microsoft Excel **2022**
    Microsoft PowerBI- c/34ae617696
    Python- c/249424bc2a
    Introduction to data and data science c/54be2d3d14

- **ALX** **November 2024**
    Virtual Assistant

- **Ladies in Tech Africa**
    Data Analyst (Mentorship) **Ongoing**

SKILLS/TOOLS

› Data Analysis (Power BI, Excel)	› Problem-Solving	› Communication
› Powerpoint	› Publisher	›

INTERESTS

› Research	› Technology	› Reading

LANGUAGES

› Izon - Native	› English - Expert	› French - Beginner
›	›	