**PHILIP EHIMARE OKODUWA**

**Permanent Address: Phone:** +2348138184101

Adilemo Street, Ago Palace Way, **Email:** philipokoduwa@gmail.com

Lagos, Nigeria.

**LinkedIn:** www.linkedin.com/in/philip-okoduwa-a5b1a5150

To always strive for excellence and precision, through continuous capacity development and hard work, to uniquely add value and make a difference in a world class organization and corporate environment, team building, and organizational skills towards supporting the objectives of an organization that rewards reliability, dedication, and solid work ethics with opportunities for professional growth.

**EDUCATION**

**Ambrose Alli University, Ekpoma. 2009 – 2014**

B.Eng Electrical and Electronics Engineering Edo State, Nigeria

Second Class Honors (Upper Division)

**Patricia Private School. 2004 – 2009**

Senior School Certificate of Examination Edo State, Nigeria

**WORK EXPERIENCE**

**NSIA INSURANCE LIMITED Nov. 2019-Till Date**

*3, Elsie Femi Pearse Street, Victoria Island, Lagos.*

**ENTERPRISE INFRASTRUCTURE AND END USER SUPPORT OFFICER**

**SharePoint Administration and Development:**

* Remarkable experience with SharePoint 2013 & 2016
* Good understanding of SharePoint security model and SharePoint backup processes.
* Ability to develop, maintain, and enforce SharePoint Governance policies.
* I Designed, planned, developed, and implemented Workflows within the Office 365 portfolio primarily but not limited to SharePoint Online, Teams, Office Web Apps, Power Automate and PowerApps.

**SharePoint Workflow Projects: I implemented the following workflow projects on SharePoint Online 2016.**

* New Hire Onboarding Workflow
* Employee Exit/Termination Clearance Workflow
* Expense Requisition Workflow
* Travel Request Workflow.
* Reward & Recognition Workflow.
* Professional Reimbursement Workflow
* End of Service Benefit Computation Workflow.

**NETWORK AND END-USER SUPPORT**

* Administration of our Azure virtual network and resources.
* Administration of the company’s multi-site network environment.
* Deployment of a central email signature for NSIA using Exclaimer cloud.
* Implementation of a new and improved internet service at the HQ and branches. (MainOne internet service)
* Administration and Maintenance of all existing and new IT assets.
* Implementation and administration of an ITIL compliant Service desk to log IT incidence and problems and to keep track of all active and passive assets on the network.
* I deployed a Network Monitoring tool (PRTG Network Monitor) to keep track of all our IT infrastructure such as Servers (File, AD, DNS, Application), CME VOIP, Firewall, Routers, Switches, UPS, Load balancers, ISP connectivity using the various protocols (PING, SNMP, WMI, SSH, HTTP, REST API etc.).
* I deployed ManageEngine AD Audit Plus on our network environment to track user behavioral changes to our Active Directory as part of IT security measures.

**VFD TECH (Subsidiary of VFD Group) Aug. 2019-Oct. 2019**

*12th Floor, Elephant House, 214 Broad Street Marina, Lagos*

**ICT SECURITY AND OPERATIONS (Team Lead)**

**Cloud Administration (AWS, Azure and VM Ware)**

* Spin up of Ubuntu Linux Servers on Amazon (EC2, EBS, ELB, SSL, Security Groups, RDS and IAM) for the VFD’s Core Banking Application (CBA).
* Deploying and Managing VPC, Subnets; making connection between different zones, blocking suspicious IP/Subnet via ACL.
* Setting up and Managing CDN on Amazon CloudFront (Origin Path: Server / S3) to improve site performance.
* Deploy, Manage and Maintain buckets on S3 (CLI) and store Database and logs backup, upload images for CDN serve.
* Setup/Managing Databases on Amazon RDS. Monitoring servers thorough Amazon CloudWatch, SNS.
* Creating & Managing DNS records on Amazon Route 53 and Go-daddy panel.
* Creating/Managing AMI/Snapshots/Volumes, Upgrade/downgrade AWS resources (CPU, Memory, EBS)
* Deploy configure and maintain compute on azure cloud.
* Automate deployment and troubleshooting mechanism for new services.

**IT Security Audit/Compliance**

* Execute varied and complex IT department audits.
* Write and analyze IT controls and policies.
* Collaborate with clients to efficiently complete audits and implement changes.
* Prepared plans for scheduled and unscheduled audits.
* Retrieved and secured client information to complete audit projects.
* Trained continuously to maintain knowledge of technologies and audit procedures.
* Helped develop audit goals and implement improvement plans.
* AWS Security hardening via robust security groups, VPC and ACL.
* Network Wide Reconnaissance and Scanning to identity exploitable vulnerabilities in the corporate network.
* Proffering solutions to block and harden such security loopholes/vulnerabilities.

**VFD GROUP PLC Jan. 2018-July 2019**

*163/165 Broad Street, Foresight house, Marina Lagos* Lagos State, Nigeria

**IT OPERATIONS AND SUPPORT (Team Lead)**

**Microsoft Office 365 Administration**

* Manage, Execute and Lead email migrations of some of the subsidiaries from Google Suite to the Holding Company’s Office 365 tenant (vfdgroup.onmicrosoft.com).
* Manage, Execute and Lead Tenant to Tenant Migration on Office 365 from *“viadazfd.onmicrosoft.com”* to *“vfdgroup.onmicrosoft.com”*
* Office 365 Active Directory Support and administration (group policies, permissions, and account provisioning)
* Exchange/Office 365 Support, Maintenance and Administration (account provisioning, exchange migration and email groups creation – Shared mailbox & Distribution lists)
* SharePoint Administration and Support, company’s data repository and collaboration site.
* Troubleshoot and customize office 365 applications including Word, Excel, PowerPoint, One Note, Visio and Project, Yammer, and Microsoft Access.
* Office 365 Training for employees.

**Server Administration**

* Provision new servers, deploy patches, script automated installations of third-party utilities.
* Troubleshoot server hardware issues such as boot problems, blue screens, raid controller issues, source application performance problems and determine root-cause of hardware resource constraints; remediate issues and engineer global solution to prevent recurrence.
* Working with different support groups to align work activities into the scheduled maintenance window of all our Servers.
* Patch management review via PowerShell script to discovered current patch status and deploy patches to effected systems, implemented Windows Update Services (WSUS) to schedule updates.
* Interface with Application Support Specialists, system users, and vendor contacts to meet operational requirements.
* Performed system maintenance duties such as system backups and file restoration from disks.
* Manage new hire account creation, user terminations, privileges, and all other user account modifications on Active Directory.
* Acted as liaison for outside vendors during installation, redeployment, repair and/or removal of equipment or services.
* Monitors and responds to hardware and software alarms (SCOM) using appropriate problem determination tools.
* Responsible for all day-to-day Server activities, end user requests, racking of equipment, cabling and labeling, decommissioning of systems, system tracking and documentation and documentation updates.
* Managed VMWARE environments utilizing Virtual Center for non-critical applications and DR sessions.
* Conducted disaster recovery and application failover testing of tier 1 trading and client facing applications, ensuring that all critical applications met DR and compliance policies.
* Performed root cause analysis for servers utilizing tools such as Windbg and Performance Analysis of Logs (PAL) to find the cause and resolution.
* TCP/IP, DHCP, AD and DNS configuration and support.

**Support and Operations**

* Deploying of Anti-Virus Software (ESET End Point Antivirus, ESET SysInspector) to client systems using Group Policy Management Console (GPMC).
* Implementation of an IT Helpdesk Centre for Issue reporting and escalation to support team using ManageEngine Service Desk Plus (On-demand).
* Deployment and Utilization of ManageEngine Desktop Central, a Unified Endpoint Management Solution for Mobile and Device Management (MDM), License and Patch Management, Software deployment (SoM), IT Asset Management, Remote Control of Endpoints (Local and Remote Offices) and Management of USB devices in the corporate network.
* Observe alerting from multiple monitoring systems (SolarWinds Orion & PRTG Network Monitor) and proactively respond to mitigate service affecting issues and minimize downtime, perform routine maintenance on network/server equipment and serve as a third level escalation point for Desktop Engineers.
* Responsible for purchasing hardware and software equipment including smart phones for CUG, laptop/desktop, servers, storage medias (SANs, Hard drives etc) and printers.
* Troubleshooting mobile devices and complex networking issues.
* Support and Administration of Fresh Sales CRM Application for all client facing Staff and Client experience team.
* Deployment, Administration and support of all Finance, Asset Management and Operations applications including, Fund-Fusion, Cleric, Sage Evolution, Forex Trading App – TIMs, Bank One Core Banking Application (CBA), InfoWare etc.

**BINCOM ICT DEVELOPMENT CENTRE Feb. 2016 – Dec. 2017**

*5, Ajayi Street,Onike, Yaba Lagos* Lagos State, Nigeria

**IT SOFTWARE ANALYST**

* Web Development in (Html, CSS, JQuery, Javascript and PHP MVC Architecture)
* Intermediate Laravel [PHP] Programmer
* Traditional databases such as MySQL and Postgres
* Building bespoke web applications.
* Website Development (WordPress, Php, Joomla, Drupal etc).
* Data Analysis.

**TRAININGS AND WORKSHOP ATTENDED:**

* ITIL Foundation Certification in IT Service Management (Certified)
* Certified Information Security Manager, CISM (In View)
* Microsoft SharePoint 2016 (Training)
* Microsoft Server 2012 Administration (Training)
* ManageEngine Service Desk Plus (ITSM Ticketing System).
* PRTG Network Monitor Training.
* Sophos Next Generation Firewall (Administration) Training.
* Endpoint Firewall.
* ESET Antivirus and Data Loss Protection Training.
* Office365 Administration.
* Cybersecurity Training (NIBSS).

**AWARDS**

* VFD Group “**Most Supportive IT Staff**.” **December 2018**
* NSIA Insurance “**Spot Bonus**” **December 2020**

**QUALITIES**

Excellent team player, result oriented, good communication skills, ability to work with little supervision, honest, dutiful, diligent, and constant drive for excellence.

**REFEREES**

Available on Request.