**AMADASU IKPONMWOSA MILTON**

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**PERSONAL STATEMENT**

A very passionate individual that is well organized and result-oriented, attentive to details, excellent team player and a good communicator who thrives excellently in any organization.

**PERSONAL INFORMATION:**

Date of Birth: 15th February, 1991

Religion: Christian

Gender: Male

Marital Status: Single

State of Origin: Edo State

Nationality: Nigerian

**EDUCATION BACKGROUND**

* UNIVERSITY OF BENIN, BENIN CITY, EDO STATE 2018

(B.Sc) Computer Science

* University Preparatory Secondary School, BENIN CITY 2008

Senior Secondary Certificate Examination (SSCE)

**RELEVANT SKILLS**

* Excellent communication skills
* Ability to work with tight schedules to meet up and achieve necessary goals
* Ability to abide by rules and a very good team player
* Resource management and supervision
* Ability to perform duties diligently and meet targets.

**WORK HISTORY**

**LUSAM TECHNOLOGIES** 2013

Position-IT Analyst

**DUTIES PERFORMED**

* Install, maintain and configure hardware and software systems according to company policies**.**
* Ensuring every system functions properly.
* Coordinate and guide Information Technology maintenance and support activities to enable the effective delivery of IT services.
* Maintain IT infrastructure and manage help desk issues.
* Providing knowledge on various IT wares available.
* Resolve queries independently, escalating if required, to ensure that standard IT questions are answered and accurate information is provided.
* Liaise with the internet service provider in case of any problems.
* Provide standard technical training to end users of commonly used technology and systems.
* Coordinate installation and maintenance of telecommunications systems and equipment, to ensure optimal services in compliance with standard operations procedures.
* Ensure that the communication equipment in safe rooms are functional at all time.
* Manage the password database for emails.
* Monitor internet consumption, make recommendations on internet use, restrictions and facilitate the timely renewal of internet subscription.
* Instructing and educating beginners on the various IT packages available.

**ISE CLINIC AND MATERNITY** 2015

Position held: Health information manager

**DUTIES PERFORMED**

* Register new patients.
* Maintenance of patients medical records.
* Prepare and analyze clinical data for research purposes, process improvement, utilization management.
* Secure patients medical data.
* Database management.
* Collection of patients bio data.

**JSKY COMMUNICATIONS** 2016

Position held: IT Operator

**DUTIES PERFORMED**

* Coordinate installation and maintenance of telecommunications systems and equipment, to ensure optimal services in compliance with standard operations procedures.
* Resolve queries independently, escalating if required, to ensure that standard IT questions are answered and accurate information is provided.
* Liaise with the internet service provider in case of any problems.
* Coordinate and guide Information Technology maintenance and support activities to enable the effective delivery of IT services.
* Monitor internet consumption, make recommendations on internet use, restrictions and facilitate the timely renewal of internet subscription.
* Ensure that the communication equipment in safe rooms are functional at all time.
* Implement improvements to methods and processes within the IT division in order to support the continuous improvement of IT services provided.
* Ensure softwares are up to date for efficiency of customer Satisfaction.

**University Of Benin Teaching Hospital**

P.M.B 1111 Ugbowo Lagos Road, Benin City 2018

Position Held:IT Support staff/Medical records personnel

**DUTIES PERFORMED**

* Collation of patient bio data.
* Provide guidance and training to junior colleagues in the delivery of IT support services to support the capability building of staff.
* Monitor internet consumption, make recommendations on internet use, restrictions and facilitate the timely renewal of internet subscription.
* Liaise with the internet service provider in case of any problems.
* Coordinate and guide Information Technology maintenance and support activities to enable the effective delivery of IT services.
* Support the co-ordination of new application implementation in order to provide WFP staff with the tools they need to perform effectively.
* Draft standard material such as end-user and technical documentation to ensure staff have access to required information about IT services and products.
* Collect ICT needs and communicate to the Deputy Logistics Coordinator and the Logistics Coordinator.
* Ensure that the communication equipment in safe rooms are functional at all time.
* Database management.

**PROFICIENCIES**

* Microsoft office.
* Mobile application designs on user friendly platforms.
* Good communication skills.
* Good interpersonal skills.
* Graphics design
* Troubleshooting internet and software related problems.
* Excellent knowledge of IT equipment and management.
* Data analyst.
* Network engineer
* Research consultant

**REFEREES**

Available on request