**AKOWE SUNDAY OJOAGEFU**

  **25 Owners Occupier Jikwoyi Phase 1, Abuja, Nigeria.**

Mobile: *+2348168885624*

 E-Mail:***sundayakowe802@gmail.com***

**CAREER OBJECTIVE**

A professional with proven post-graduation experience in Teaching, data collection, analysis & reporting, front office / customer service and financial management. Equipped with computing background, delivering proficient knowledge in data processing and mathematics to furnish insights, deliver key data analytics used in driving business decisions and corporate growth. Excellent work ethics, positive and dynamic interpersonal skills, computer skills and strong leadership potential. Open to growth opportunities for career advancement and services to humanity.

**WORK EXPERIENCE**

**Nov. 2021- Jan. 2022 NATIONAL PRIMARY HEALTH CARE DEVELOPMENT AGENCY ABUJA**

 **(DATA RECORDER AND VALIDATOR)**

* Collecting and Recording of clients details on the Register
* Registration of client details on Emid system
* Updating clients 1st and 2nd dose on Emid system
* Validating clients details using ODK COLLECT and KOBO COLLECT App.

**March 2020 - March 2021 (NYSC) SUPREME COURT OF NIGERIA, ABUJA**

 **(OFFICE ASSISTANT/ICT SPECIALIST)**

* Ensured proper alignment of files
* Attended to visitors
* Received and sent several incoming and outgoing mail
* Answered and directed phone calls to relevant staffs

**Dec. 2016 - Nov. 2017 STUDENT INDUSTRIAL TRAINING AT BISIWAL NIGERIA LIMITED, LAGOS**

* Responding to monitoring alarms and troubleshooting equipment during emergency power outage and scheduled equipment exercise periods.
* Providing technical information to each Regional Maintenance Supervisor of the various sites.
* Writing reports, obtaining customer signoff, snap pre & post pictures in line with the job requirements, send emails, communicate with line managers and centers before leaving any site after job completion
* Created visually impactful dashboard in Excel and structural Queried Language (SQL) for data reporting by using pivot tables and VLOOKUP extracted, interpreted and analyzed to identify key metrics and transform raw data into meaningful information.

**EDUCATION**

* 2017 – 2019 Higher National Diploma (HND) in Computer Science

Rufus Giwa Polytechnic Owo, Ondo state.

* 2014 - 2016 National Diploma (ND) in Computer Science

 Kogi State Polytechnic Lokoja.

 **PROFESSIONAL CERTIFICATION**

* April (2021) Access Information Online

 Federal Ministry Of Communication and Digital Economy Abuja, (Nigeria)

* Sept. (2021) Communicate - Online

 Federal Ministry Of Communication and Digital Economy Abuja, (Nigeria)

* Jan. (2022) Entrepreneurship and Employability Training

 Whitefield Foundation & The Cocoa cola Foundation Lagos, (Nigeria)

KEY SKILLS

* Good communication and interpersonal relationship skill
* Data Analytics/Proficient in Excel & SQL
* Microsoft Office package
* Project Management/Business Analytics
* Innovation and Leadership skills
* Financial management/ Digital marketing skill
* Internet Of Things (IOT).

INTERESTES

* Reading
* Creative writing
* Networking
* Researching and
* Traveling

REFERENCES

Available on Request