

# OGWU, ALFRED

Plot 10, Federal Housing Area, Behind Corner Shop, Karu FCT, Abuja.

Tel: +2347064915857

Email: alfredjohnphilan@gmail.com

## **Personal Profile:**

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Date of Birth: 2<sup>nd</sup> August, 1991  
Marital Status: Single  
Nationality: Nigerian  
Religion: Christianity  
State of Origin: Kogi

## **Professional Summary:**

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My knowledge as a Computer Scientist with several years of experience in ICT and Office administration work in critical thinking; I am able to provide an outstanding service within any work environment and deal with a broad range on how office administration work are been run and complain handling

## **Work History:**

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*Divine Hand of God Prophetic Ministries International, Abuja* 2020 - Till date  
Secretary

*El-Amin International School, Maitama Abuja* 2019-2020  
Admin Clerk /IT Assistant

*Mutual Benefits Life Assurance Plc. Abuja* 2019  
Sales Manager

*Eket Modern High School Ekpene-Obo Esit-Eket LGA, Akwa Ibom State (NYSC)* 2018  
Computer Studies Teacher

*Premium Pension Limited, Abuja* 2014  
Front desk officer

## **Education:**

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*Federal Polytechnic Idah, Kogi State* 2017  
Computer Science

*Federal Polytechnic Idah, Kogi State* 2013  
Computer Science

*Dickson Memorial College Idah, Kogi State* 2011

*Ibe-oja Community Secondary School, Obale Ibaji LGA, Kogi State* 2009

*L.G.E.A Primary School Ekanyi Ibaji LGA, Kogi State* 2003

**Certifications:**

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HND	2017
ND	2013
(GCE)	2011
SSCE	2009
FSLC	2003

**Professional Qualification:**

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Human Resource Management	2019
Health Safety and Environment	2019

**Hard Skills:**

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- Team work
- Critical thinking
- Multi-tasking
- Good communication skill
- Good computer skill

**Soft Skills:**

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- Networking
- Web Design
- Micro Soft Applications (Word, Excel, PowerPoint etc)
- Hardware/ Software Maintenance
- Programming (C++, Java, PHP etc)

**Personal Strengths:**

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Ability to Work under pressure

**Hobbies**

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Table Tennis, Swimming and Basketball

**Referees:**

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**Mr. Friday Ogwu**

Nigeria Force Headquarter,  
Abuja.

**Tel:** 08066862741

**Mr. Edinor Francis**

Ecowas Commission,  
Abuja.

**Tel:** 08064701649

**Pst. Nnamani Emmanuel**

Living Faith Church,  
Goshen, Abuja.

**Tel:** 08060512030

