**DAVID JOSEPH UDO**

**Gishiri,OppositeNicon Junction, FCT, Abuja**

**Tel: 07082914901**

**Davkozeng1@gmail.com**

**PROFILE**

Brilliant young man with interpersonal relations and splendid over fourtwo post-school works experiencethat measure up to real-time demands of any engineeringandmaintenanceManagement Company. Have an eye for learning and motivated by new challenges that demand critical thoughts outside the box.

**PROFESSIONAL ACCOMPLISHMENTS**

* Microsoft Office Expert (MS-WORD, MS-EXCEL, MS-POWERPOINT, OUTLOOK, ACCESS)
* Graphics Design (Corel Draw, Photo Shop, Publisher)
* Engineering Drawing (AutoCAD, ArchiCAD, Atlantic Studio)
* Website Design and Development [PROGRAMMING] (Front and Back-End Development)
* Electrical Installations and Maintenance [Electrical Automatic Panel] (Domestic and Industrial)

**SKILLS**

* Numeric, analytical and problem-solving skills
* Good communication skills
* Excellent organizing and time management skills
* Creative, adaptive and ambitious
* Good team player
* Good presentation and facilitation skills
* Result-oriented and driven by passion for professional excellence
* Flexible and innovative
* Commercial awareness
* Confident and proactive
* Multi-tasking
* Paying attention to detail and accurate

**PROFESSIONAL EXPERIENCE**

**SUPERVISOR** 2010 - 2017

**NAIRDA ELECTRO MECHANICAL CONTRACTORS**

* Coach**Installations and** maintenance staff to ensure asset reliability objective
* Plan and schedule maintenance work for locations and for each clusters
* Read and Analyze Engineering Drawings from the field to improve uptime and optimized productivity.
* Act as the site owner and lead subject matter expert for preventive maintenance
* Plan and allocates materials to Team workers under my control
* Ensure preventive maintenance is done as planned and escalate in case of any deviation from plan.
* Ensure quality control and maintenance performed by crewes
* Ensure compliances with corporate policies, planning rules, environmental and safety procedures and laws.
* Work to coordinate with other departments to ensure completion of work orders, preventive maintenance, and proactive identification of equipment reliability issues.
* Drive reconciliation of used materials and aggressively recovers unused ones.
* Perform other duties as assigned
* Analyses data to monitor progress and plan improvements and demand
* Assists in the development of maintenance budget by providing input relative to policy, cost and established metrics

**MANAGER 2017 - 2018**

**WEBSMAT VENTURES CYBER CAFÉ AND COMPUTER INSTITUTE**

* DEALS WITH DATA MANAGEMENT AND PROCESSING
* EXPERT IN MS- OFFICE
* WEBSITE DESIGN
* WEBSITE DEVELOPMENT (FRONT END AND BACK END)
* CAFÉ ATTENDANCE
* COMPUTER TUTOR
* MANAGES CUSTOMER SERVICES
* DEAL WITH ALL GRAPHIC DESIGNS

**EDUCATION**

**OND COMPUTER SCIENCE** 2018

INTERLINK POLYTECHNIC, OSUN STATE

**WEBSITE DEVELOPMENT AND PROGRAMMING** 2018

VIVID COMPUTER ACADEMY

**COMPUTER DIPLOMA**  2010

WEBSMAT VENTURES COMPUTER INSTITUTE

**NTCE**  2008

COMMUNITY TECHNICAL COLLEGE

**FIRST SCHOOL LEAVING CERTIFICATE** 2002

AUNTIE RIMA STANDARD NURSERY SCHOOL

**PERSONAL INFORMATION**

Nationality: Nigerian

Sex: Male

Date of Birth: 09thJune, 1995

State of Origin: Akwa – Ibom

L.G.A: Ini

INTERESTS

Reading, Designing and office practice

**REFEREES**

MR. SOLOMON SUNDAY

O & A COMPANY FCT ABUJA

09033628030

MRS. ENO JOSEPH UDO

M.D WebSMAT VENTURES LIMITED

53 ABUBAKAR MUSA STREET, FCT, ABUJA

07031869175

And More on Request