

EMMANUEL MICHAEL OGBECHE

Address: Ambassadors Street, Behind Shafa Fuel Station, New GRA Bauchi, State

Mobile No: +2348063194391

E-mail: eogbeche@gmail.com

LinkedIn: <https://www.linkedin.com/in/emmanuel-ogbeche-16a8aa13a>

Emmanuel Michael Ogbeche is a seasoned computer scientist with cognitive reputable skills, strong analytical abilities, excellent and effective communication skills with over 3 years' experience working with Alternative to Air Transport, Wise Choice Engineering Consultancy, The Links Magazine and Big Tray respectively. Emmanuel has successfully managed high net worth and high-profile customers.

His core competencies include people management, networking skills, Diplomatic Skills and Ability to influence and Negotiate, Conflict Management; Operational and collaborative interpersonal skills.

Emmanuel holds a Post Graduate Diploma in Computer Science, Higher National Diploma in Computer Science, and National Diploma in Computer Science with the required academic knowledge and Computer skills to function appropriately.

PERSONAL DATA

- Date of Birth: May 5th 1994
- Sex: Male
- Marital Status: Single
- State of Origin: Benue
- Nationality: Nigerian
- Religion: Christian

EDUCATION

- **PGD Computer Science** - 2021
University of Agriculture Makurdi,
Affiliated to The Federal polytechnic Bauchi.
- **HND Computer Science** - 2020
The Federal Polytechnic Bauchi State.
- **OND Computer Science** - 2016
The Federal Polytechnic Bauchi State.

WORKING EXPERIENCE

Institution: FBN Insurance

August 2021 till date

Designation: Financial Advisor (FA)

Responsibilities

- Talking to clients to determine their expenses, insurance coverage and other information needed to develop a financial plan.

- Answering client questions about financial plans, strategies and giving financial advice.
- Advising strategies for clients in insurance coverage, investment plan, cash management, and other areas to help them reach financial objects.
- Analyzing financial data received from clients to develop strategies for meeting clients' financial goals.
- Contacting clients regularly, Monitor accounts, make research and analysis.
- Identify and understand the need of the customer.
- Sell the Banks products to new/prospective customers.

Institution: Government Science Secondary School Billiri

March 2020 to February 2021

Designation: Computer Science Teacher

Responsibilities

- Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills.
- Instructing in a manner that develops students' confidence in their abilities.
- Observing and Managing class room dynamics.
- Develop curriculum to meet developmental goals and instructional activities.
- Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students.

Institution: Kwararafa College of Education

October 2016 – October 2017

Designation: Web master

Responsibilities

- Design and develop new pages to the website to support educational activities.
- Integrate updates and new postings into existing websites.
- Ensure quality assurance programs In all content
- Maintain and manage website.
- Assist and support staff that depends on interactive content

Institution: Big Tray

December 2013 – January 2015

Designation: Supervisor

Responsibilities

- Overseeing the work of a person or group of an operation or activity and also make sure every individual comply with rules and other requirement set for them in other to have an efficient and effective management.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Prepare and submit performance report
- Organize workflow and ensure that employees understand their duties or delegated tasks.

- Pass on information from upper management to employees and vice versa.

Institution: Wise Choice Engineering Consultancy

November 2012 – July 2013

Designation: Administrative Assistant

Responsibilities

- Overseeing the work of a person or group of an operation or activity and also make sure every individual comply with rules and other requirement set for them in other to have an efficient and effective management.
- Assist in the preparation of regularly scheduled reports, update and maintain office policies and procedure.
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
- Provide general support to visitors, order office supplies and research new deals and suppliers.

VOLUNTARY EXPERIENCE

Voluntary Activities

Feb 2014 – till date

Assistant Media Director at Life of Faith Ecumenical Foundation

- Video/audio recording and editing and production of DVD, MP3s, and CD.
- Managing of all organizational social media accounts e.g. Facebook account/pages, Instagram and Twitter account.
- Training and retraining of members of media department.
- Storage of media files, contents etc. on both internal and external storage's for future use and reference.
- Social media promoter

July 2021

IT/ Media personnel at International Christian Development organization (CBM) in partnership with Health And Development Support Programme

- Accessibility audit at katsina eye centre.
- Audio recording and transcription of recorded interviews.
- Responsible for photography / Videography sections.
- Managing of all interview / training sections.
- Storage of edited files, contents etc. on both internal and external storage's for future use and reference.

TRAININGS ATTENDED

- Python Programming Training (Goggle Development Group) November 2018 Bauchi/Nigeria
- Web Creation / Development Industrial Training (Kwararafa College of Education) 2016 - 2017 Benue/Nigeria
- Computer Operation / Web development (Professor Iya Abubakar Community Resource Center)

July 2015 - November 2015 Bauchi/Nigeria

SKILLS

- Computer Skills: Good knowledge in MS Excel, Excellent with MS Word (styles, templates, version controls, etc) and creative with MS Power Point.
- Diplomatic Skills and Ability to influence and Negotiate, Conflict Management; Operational and collaborative interpersonal skills.
- Strong Networking and collaborative skills.
- Time Management, Problem Solving and Adaptability (worked in volatile environment with limited facilities and social amenities).
- Effective Teaching, Training and Facilitation.
- Culturally Sensitive, Discretion and Confidentiality.

CERTIFICATIONS/CERTIFICATES

- National Youth Service Corps (One year National service) Gombe/Nigeria
- Higher National Diploma in Computer Science -Bauchi /Nigeria
- National Diploma in Computer science -Bauchi /Nigeria
- West Africa Examination Council (WAEC) -Bauchi /Nigeria
- First School Leaving Certificate (FSLC) -Bauchi /Nigeria
- One year industrial attachment - Benue/Nigeria
- Computer operator (Four Month industrial attachment) Bauchi /Nigeria

REFERENCES

To be provided on request