

OGBAJIE MATTHEW CHINEDU

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BIO- DATA

Date of birth: 6ST May, 1991
Sex: Male
Nationality: Nigerian
State of origin: Abia State
Local govt. area: Isuikwato
Marital status: Single

PROFESSIONAL STATEMENT

Seeking a challenging career with a progressive organization, that provides opportunity to capitalize my professional skills, personal skills and abilities in the required field.

SCHOOLS ATTENDED

2017: ISCOM University, Cotonou Benin Republic
2013: Tenderland College, Orile Surulere Lagos
2011: Vickayor College, Ile-Ife Osun State
2005: Vickayor Primary School, Ile-Ife Osun State

QUALIFICATIONS

2017: Bsc. Computer Science (2:1)
2013: National Examination Council (NECO)
2011: West African Examination Council (W.A.E.C)
2005: First School Leaving Certificate (F.L.S.C)

PROFESSIONAL TRAINING

2019: Network and Telecommunication Workshop
2019: ICT Capacity Building Training

WORK EXPERIENCE

ICSL Outsourcing Limited, Ilupeju Lagos State Sept 2019 – March 2020
Customer Care Officer/ Teller (Seconded by Access Bank Plc)

- Helps in promoting bank products and services.
- Deliver qualitative services to customers and build customer relationships.
- Respond to customer inquiries and resolve, refer complex issues to the management.
- Assist customers in depositing and withdrawing cash according to advice slips, cheques or other banking documents.

Federal Ministry of Information and Culture FCT Abuja
Computer Instructor/Supervisor (NYSC)

Jan 2018 - Jan 2019

- Monitoring the daily activities of computer systems in ICT department.
- Organize trainings and teach staffs and learners to use computer.
- Coordinate and collaborate with team of staffs in materials research for projects.

Business Executives Int. Abeokuta Ogun State
Customer Service Rep.

May 2016 - Dec 2017

- Helping customers with complaints and questions, managing calls and emails.
- Giving customers information about products and services understandably.
- Generate sales lead that develops into new customers, takes orders and process returns.

Cornerstone Computer Technology, Sabo Oyo State
Computer Operator (Trainee)

Feb 2016 - May 2016

- Control a group of systems and ensure the settings and controls of the computers.
- Maintain log books and records for the jobs and events that occur in the systems.
- Check for presence of viruses, upgrade and update the systems to improve the working performance.

SKILLS

- The use of application packages such as; Ms Word, Ms Excel, CorelDraw, PowerPoint.
- Knowledge of system maintenance, Installation of system software and the use of operating system.
- Considerable knowledge of Networking and Internet marketing.
- Excellent communication and report writing skills, Entrepreneurial skills.
- Excellent presentation skills, proven ability to train and impart knowledge.
- Ability to work effectively with little or no supervision.
- Excellent interpersonal and relationship building skills.

HOBIES

Research, Reading, Travelling, Sports, Internet Browsing, Volunteer Work.

REFEREES

Available on request.