

IGYO, TILENENGE FELIX

Contact Address: House No. ZD 85, Behind St. Catherine of Sienna
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OBJECTIVE/AIM:

To continuously work in an organization where I will be given the opportunity to harness my skills to the utilization of the firm's goal, to strive for excellence and precision at all times in all positions, circumstances, while attaining professional distinction and proficiency and a self-motivated individual with an impeccable communication skill relates perfectly with individuals at all levels, a team player, highly adaptable to new technology and innovation.

PERSONAL DATA:

Sex: Male
Marital Status: Single
Nationality: Nigerian

SKILLS:

- Perform effectively With little or no supervision
- Excellent communication skill (both written & oral)
- Results driven/goal oriented
- Honesty and integrity
- Excellent time management skills
- Expert in Microsoft Office Packages
- Graphic design
- Office management skills
- Leadership skills

HOBBIES:

- Reading
- Writing
- Research
- Sports and
- Travelling

EDUCATIONAL QUALIFICATIONS/CERTIFICATES OBTAINED WITH DATE:

- RCM Primary School Howe, Gwer-East, Benue State
First School Leaving Certificate (FSLC) 2006-2012
- Government Day Secondary School Aliade, Gwer-East, Benue State
Senior School Certificate Examination (SSCE) 2013-2018
- Puretech Computer Training School Katampe 1, Mpape, Abuja, FCT
Diploma in Computer Proficiency (Desktop Publishing & Management) 2018-2019

WORK EXPERIENCE:

Organization:

Date:

- **Puretech Computer Training School Katampe 1, Mpape, Abuja, FCT** 2019-2020
Post Held: Assistant Managing Director/Computer Operator & Instructor

Responsibilities:

- Document daily account transactions (ledger book)
- Training of students both theoretical and practically
- Typing and printing of documents to customers
- Attending to customers
- Overseas the general affairs of the company
- Register New Students for Admission
- Printing of students ID card

Reason for Leaving: Covid-19 Pandemic

- **Divine Computer Linksoft, Katampe 2, Mpape, Abuja, FCT** 2020-2022
Post Held: Manager/Instructor/Operator

Responsibilities:

- Same as in Puretech Computer Training School

Reason for Leaving: Better Opportunity

ACHIEVEMENTS/AWARDS

- Best 2019 graduating students in Puretech Computer Training School

REFERENCE:

1. Mr. Igyo Nyam

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2. Mr. Hembraor Benjamin

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