**MATTHEW PROMISE ATUMA**

**PROFILE**

Enthusiastic and resourceful graduate with academic knowledge who render quality professional service with challenging and result-oriented organization through sacrifices, hard-work, commitment with the ability to adapt to all situation. I have a clear logical mind with practical approach to problem solving and a drive to see through to completion. Committed team player with

leadership ability, who use high standard

of

communication to establish positive interpersonal relationship: quick and willing to

assimilate and apply new work procedures.

**SKILLS**

▪

Knowledge of health and safety

▪

Microsoft

Office

Email

:

mat

t

hewpromise77

@gmail.com

09135461026

Owoyemi street,off, Ojo

R

oad, Mile 2

* Project Management ▪ Problem solving
* Team management ▪ Operations
* Interpersonal relationship ▪ Aptitude for problem solving
* Communication ▪ Detailed oriented

# Other Skills Building Inverters, Painting &

# Content creation

# Basic Knowledge Of HTML and CSS

**WORK EXPERIENCE**

# Jul. 2023- Present VDT COMMUNICATIONS LTD

# Network Technical Assistant

 Key Deliverables

* Assist with establishing networking environment by installing, configuring, testing and documenting the equipment/network systems according to the design and specifications.
* Assist with day-to-day networking tasks to ensure network reliability, availability and serviceability within minimal interruption.
* Provide technical support, responds to work orders and tickets from the users, analyzes and solves reported network problems.
* Assist with configuring firewall security settings to access permissions groups for individuals and sets up provisions for incoming data.
* Assist with network technology upgrade or expansion projects, including installation of hardware, software and integration testing, as well as coordinating these activities without disturbing function of other systems.
* Assist with producing documentation for installation, network topology, and troubleshooting of communications hardware or software.

# Feb. 2023- Mar 2023 INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)

# Presiding Officer/Ad hoc Staff

Key Deliverables

|  |  |
| --- | --- |
| ▪  | Ensured electorate are treated without partiality and respect  |
| ▪  | Received postal votes delivered by hand and record appropriately  |
| ▪  | Followed procedures to mark electoral register, filled the corresponding number list and issued ballot papers to voters  |
| ▪  | Contacted the electoral team and resolving issues that arose at the polling unit  |
| ▪  | Uploaded result of vote casted at the polling unit on the Bimodal Voter Accreditation System (BVAS)  |

Feb. 2022- Feb 2023 **ANSAWARU ISLAM SECONDARY SCHOOL (PPA, NYSC) OFFA, KWARA STATE**

# Biology Tutor

Key Deliverables

* Voluntarily organized extra moral lessons for student who couldn’t read and comprehend well in class
* Improved student performance by 50% through effective follow-up and extra moral activities
* Observed and evaluated students" performance behavior, social development and physical health
* Encouraged students to explore learning opportunities and career path
* Worked with students one on one when they need extra help or attention ▪Helped students improve study methods and habits

|  |  |
| --- | --- |
|   |  |
| Jan.2020- Dec.2020  | **PRIMERA COMPANY, AGBARA, OGUN STATE**  |

# Warehouse Assistant/QA

# Key Deliverables

* Assisted with receiving, unloading, counting and stocking physical inventory in the warehouse
* Packed items according to specified packing guidelines
* Inspected items to ensure that they are not damaged or fault and adjust inventory accordingly
* Liaised with customers, suppliers and transport companies as and when required in a timely manner

# Jan. 2018- Aug. 2018 ADEMAT STEEL LIMITED, AGBARA, OGUN STATE

# Storekeeper

Key Deliverables

▪ Ensured that the store is kept clean and organized

▪ Kept tracked of minimum inventory and stock counts for the day

▪ Followed up goods receipt process, speed up purchasing to ensure warehouse performance and provided essential materials for the production process ▪ Arranged goods neatly, clearly and cleanly as required.

**EDUCATION**

# 2018-2020 OGUN STATE INSTITUTE OF TECHNOLOGY (OGITECH)

Higher National Diploma in Microbiology (HND)

# 2014-2016 AUCHI POLYTECHNIC

National Diploma in Science Laboratory Technology (ND)

**VOLUNTEERING/LEADERDHIP**

# 2022- 2023 ENVIRONMENTAL & SANITATION CDS GROUP 2023

 Joined a group of 30 members in sensitizing the populace in the rural area on the need for cleanliness & maintenance of proper hygiene and the danger it poses to their immediate environment

**PROFESSIONAL CERTIFICATION**

# Cisco Certified Network Associate (CCNA, 2020)

**REFEREES**

AVAILABLE ON REQUEST