

KEDA FEMA KOTE

Address: No.3 Osarobundo Street, Aleto Eleme Rivers State.

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CAREER OBJECTIVE:

I am a self motivated, punctual and reliable professional who is passionate about building lasting business partnerships while consistently exceeding expectations and an experienced professional computer literate with over three (3) years working experience in the IT Support and technical facilities, with a vast knowledge on MS WORD, MS EXCEL and ORACLE.

PERSONAL DATA:

Date of Birth:	24 th June, 1994
Sex:	Female
Marital Status:	Single
Home Town:	Aleto
L.G.A	Eleme
State of Origin:	Rivers State
Nationality:	Nigerian

PERSONAL SKILLS:

- ❖ Effective communication skill and excellent writing skill
- ❖ Self-motivated and target oriented
- ❖ Excellent customer's relationship and managerial skill
- ❖ Ability to work effectively as a team
- ❖ Good knowledge in MS Word, MS Excel and ORACLE
- ❖ Working knowledge of printers, copiers and scanners.
- ❖ Willingness and desire to learn new things.
- ❖ Excellent filing, record keeping and organizational skill.
- ❖ Good knowledge in Networking

EDUCATIONAL QUALIFICATION WITH DATE:

- | | |
|--------------------|---|
| 2006 | Model Primary School, Ekara Onne, Rivers State.
First School Leaving Certificate (FSLC) |
| 2012 | Community Secondary School, Aleto Eleme Rivers State.
West African Examination Council (WAEC) |
| 2013 - 2015 | Federal Polytechnic, Nekede, Owerri, Imo State.
Computer science
National Diploma (ND) |
| 2018 | Federal Polytechnic, Nekede, Owerri, Imo State.
Computer science
Higher National Diploma (HND) |

EMPLOYMENT DETAILS:

2016: INDORAMA ELEME PETROCHEMICALS

IT SUPPORT

- ❖ Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- ❖ Monitoring and maintaining computer systems and networks.
- ❖ Responding in a timely manner to service issues and requests.
- ❖ Providing technical support across the company (this may be in person or remotely).
- ❖ Setting up accounts for new users.
- ❖ Repairing and replacing equipment as necessary.

2021: PROCITY

COMPUTERTECHNICIAN

- ❖ Setting up and installing new hardware and software systems.
- ❖ Diagnosing and troubleshooting computer issues.
- ❖ Maintaining hardware and software by conducting regular maintenance and updates.
- ❖ Identifying and resolving network connectivity, and server issues.
- ❖ Upgrading firmware, software, and out dated hardware systems.
- ❖ Monitoring and maintaining security systems and installing updates.
- ❖ Providing technical support to users and resolving technical errors.
- ❖ Performing regular tests, upgrades, and backups.
- ❖ Preparing technical documents, such as error and maintenance reports.
- ❖ Creating user documents and providing training on new computer systems.

2024: LUMI BUSINESS(TeleSales Rep)

- . Lead Generation and Prospecting**
- . Product Presentation**
- . Sales Conversion**
- . CRM and Data Management**
- . Customer Relationship Management**
- . Market and Product Feedback**
- . Team Collaboration**

HOBBIES:

Reading meeting people, sourcing for new information and travelling.

REFEREES:
ON DEMAND