

Richard Ineomon

Business Administrator

A Focused and Well-Organized Professional with a Bachelor of Science in Business Administration and significant experience in IT Management and Services.

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📞 +234 803 430 1533

📍 Ajuwon, Lagos Nigeria

WORK EXPERIENCE

IT Manager

WOODBASS PETROLEUM LTD

04/2014 - Present

Nigeria

- Repair and Maintain the Information Technology (IT) Systems of the organization.
- Monitor the Internet Service, Involve in the dissemination of Information and Telephone Services.
- Create a backup of data and Ensure safety from external threats.
- Identify internal leakages and Secure documents for the organization.

IT Professional

Acorn Petroleum plc

10/2009 -03/2013

Nigeria

- Repaired, Maintained and Standardized IT Systems of the company.
- Installed Hardwares and Softwares to meet the requirements of company.
- Illustrated Excellent Problem Solving and Time Management Skills by remaining Stress-Resistant.
- Oversaw the System Hardware and Upgraded Softwares.

EDUCATION

Bachelor of Science - Business Administration

University of Lagos, Akoka Lagos State Nigeria

Graduated in 2016

Diploma in Computer Science

Yaba College Technology, Yaba Lagos State Nigeria

Received Diploma in 2003

Primary Education

Amec College, Ifo Ogun State Nigeria

Completed Education in 1999

ACHIEVEMENTS

Audible Comms

Registered with Nigeria Companies and Allied Matters Act 1990)

2009 - Present

- Maintenance, Sales, and Installation of Computers Hardware and general I.T equipment.

SKILLS & COMPETENCES

Technical: Installation of Computer Operating System, Hardware and Software

Tools: Proficient in Microsoft PowerPoint and Word

Public Relations: The firsthand knowledge of customer service and problem-solving skills

Business: Administration | Marketing | Team Player | Analytical

Personal: Effective Oral and Written Communication | Dedication | Hard Working

REFERENCES

Will Be Furnished Upon Request