

# ADETOLA JOSEPH OLUMIDE

Isaac Okorafor Street, FHA Lugbe, Airport Road, Abuja  
08087034502, 08144438677 churlymanjoseph44@gmail.com

## PROFESSIONAL SUMMARY

Skilled at configuring computers, servers and peripheral devices to work within established company and security parameters. Adept at managing permissions, filters and file sharing. Methodical IT team member knowledgeable about networking, project management and disaster recovery. Capable of installing hardware, updating software and managing LAN systems. Clear and open communicator with excellent planning and problem-solving skills.

## PROFILE

<b>SEX:</b>	Male
<b>State of Origin:</b>	Ogun State
<b>Nationality:</b>	Nigerian
<b>Religion:</b>	Christianity
<b>Marital Status:</b>	Single
<b>Hobbies:</b>	Swimming and surfing the internet

## EDUCATION

**Adekunle Ajasin University - Akungba Akoko Ondo State | Bachelor of Science**  
*COMPUTER SCIENCE, 2017*

**Federal College of Education (Technical) Akoka - Lagos, LA | National Certificate in Education**  
*COMPUTER SCIENCE AND MATHEMATICS EDUCATION, 2013*

**Lagos state polytechnic ikorodu - Lagos, LA | National Diploma**  
*COMPUTER SCIENCE, 2010*

**Government College Eric -Moore - Lagos, LA | Senior School Certificate in Education (SSCE), 2009**

**Imam Shuaib Primary School - Lagos, LA | First School Leaving Certificate, 2003**

## SKILLS

- Customer service skills
- Motivated team player
- Computer literate
- Strong interpersonal skills
- Active listening skills
- Process control
- Equipment maintenance
- MS Office Suite
- Data collection and analysis
- excellent work ethic
- MS Windows proficient
- Quick learner
- Exceptional time management skills
- Goal-oriented

## **WORK HISTORY**

***IT OFFICER/CONTROL ROOM OPERATOR*** | 08/2020 to current

**Grand Pela Hotels And Suites Durumi - Abuja, Federal Capital Territory ·**

Manage Website Infrastructure.

- Set up a web host, configure access for users, establish news and mail servers, and seamlessly connect databases and other back-end components
- Monitor Performance
- Provide Technical Support
- Inspection and monitoring of all assets activities on screens and computers to identify and troubleshoot any issues.
- Provide variance and relevant reports to field staff to assist with task prioritization.
- tracking and recording the status of operational systems and assets using applicable journals, and control system tools.

***WEB ADMINISTRATOR*** | 01/2019 to 08/2020

**UNIQUE BLOSSOM SCHOOLS MAITAMA - Abuja, Federal Capital Territory ·**

- Monitor Performance
- Provide Technical Support
- Create and Update Web Pages
- Evaluate Structure and Content
- Online portal maintenance

***IT SUPPORT/CCTV OPERATOR*** | 10/2018 to 01/2019

**TAK Continental Estate - Abuja, Federal Capital Territory**

- Inspection and monitoring of all assets activities on screens and computers to identify and troubleshoot any issues.
- Provide variance and relevant reports to field staff to assist with task prioritization.
- Tracking and recording the status of operational systems and assets using applicable journals, and control system tools.

***IT TECHNICAL SUPPORT OFFICER*** | 01/2014 to 07/2015

**Alpha Partners - Lagos, LA**

- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Talk-staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- Troubleshoot system and network problems and diagnosing and solving hardware or software faults

***IT SUPPORT/DIGITAL REPRESENTATIVE*** | 06/2013 to 12/2014

**IROKOTV - Lagos, LA**

- Recommended products and services aligned with customers' needs and preferences.
- Demonstrated dedication to continuously improving sales abilities and product knowledge.
- Supported customers and fielded questions regarding merchandising and pricing.
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems swiftly.

***INTERNSHIP*** | 2012 to 2013

**CITS (Center for information And Technology System) UNILAG - Lagos, LA**

- Collaborated with various teammates when working on day-to-day tasks and devising new concepts.
- Compiled and analyzed data using spreadsheets or other database software such as SPSS Tool and Microsoft Access.
- Cataloged and managed department records and files for prompt and efficient retrieval.

**REFREES**

Available on request.