

# OTARU, MICHAEL OGIELU

*Address: 2, Egbe – Isolo Road, Opposite Conoil Filling Station, Ikotun, Lagos.*

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## **CAREER OBJECTIVE**

To serve in an establishment having professionalism as its driving force, with positive impact to the society as a whole (solving problems and meeting needs) with due diligence and unrelenting effort, and to seek for development, achievement and improvement for the job.

## **PERSONAL DATA**

Sex: Male  
Marital status: Married  
State of origin: Edo state  
Nationality: Nigerian

## **EDUCATIONAL BACKGROUND**

- Lagos State University, Ojo Lagos State(LASU)
- Golden Touch College, Arida Lagos
- Sam Universal Children School, Lagos

## **ACADEMIC QUALIFICATION OBTAINED WITH DATE**

B.sc in Computer Science	2016
Senior School Leaving Certificate (WASSCE)	2008
First School Leaving Certificate	1999

## **PROFESSIONAL CERTIFICATE WITH DATE**

Experimental Design, Data Collection / Analysis and Scientific Writing	2023
Cisco Certified Network Analyst and Professional (CCNA & CCNP)	2020
Project Management Professional (PMP)	2021
Effective Human Relations and Networking	2011
Aiding Quality Learning Management	2010
Effective Ushering For church Growth in the 21 <sup>st</sup> century	2010
Desktop publishing and Computer Engineering	2007

## **STRENGTHS AND PERSONAL SKILLS**

- Good team player with strong analytic mind
- Creative thinking, resourceful and success driven
- Integrity, reliability and confidentiality
- Good oral and written communication skills
- Ability to build interpersonal relationships
- Diligent and highly self-motivated
- Apt to learn on the fly and readiness to follow instructions
- Compassionate with honest character
- Ability to multi-task and prioritize to meet deadlines
- Proficient in Microsoft packages
- Strong working knowledge of IT

## **WORK EXPERIENCE WITH DATE**

- NEXGEN INTERNATIONAL, IBADAN 2022  
*Post Held:* Data analyst and Project Coordinator

### **KEY RESPONSIBILITY:**

- Analyzing data using statistical techniques
- Implementing and maintaining databases
- Developing records management processes and policies
- Gather data, analyze it and translate the result for team members
- Drafting grant requests and submitting reports for approval
- Developing sound, cost-effective strategies for the purchasing of computer systems and accessories.
- Run quality assurance tests on software and hardware, applications and devices for operation.

- SUNLIGHT CITY FOUNDATION (NGO), IBADAN 2017 - 2022  
*Post Held:* Administrative manager / Data analyst and Project Coordinator

### **KEY RESPONSIBILITY:**

- Planning and coordinating administrative procedures and systems
- Recruiting and training personnel and allocate responsibilities and office space
- Assessing staff performance and provide guidance to ensure maximum efficiency
- Installing and configuring hardware and software
- Analyzing data using statistical techniques
- Implementing and maintaining databases
- Developing records management processes and policies
- Gather data, analyze it and translate the result for team members

- Drafting grant requests and submitting reports for approval
- Developing sound, cost-effective strategies for the purchasing of computer systems and accessories.
- Run quality assurance tests on software and hardware, applications and devices for operation.
- Acted as the principal administrator of the systems, such as software installations, license management, database administration, server setup and management, network, printers, audio/video conferencing, mobile phone support and deployment of equipment.

• KINGDOM ROYAL ACADEMY, LAGOS

2016 - 2017

**Post Held:** Computer Instructor/ Engineer

**KEY RESPONSIBILITY:**

- Prepared lesson plans and statutory records
- Coordinated the students for practical sessions
- Maintained and repaired the computer systems and accessories
- Developing sound, cost-effective strategies for the purchasing of computer systems and accessories.
- Evaluating spending operations while seeking ways to improve and enhance the quality of products purchased and the timeliness of deliveries.
- Managed the overall technology infrastructure
- Managed support services for IT systems and platforms
- Acted as the principal administrator of the systems, such as software installations, license management, database administration, server setup and management, network, printers, audio/video conferencing, mobile phone support and deployment of equipment.

• RONIK COMPREHENSIVE SCHOOL, LAGOS

2010 - 2015

**Post Held:** Administrative Officer/ IT Support Officer

**KEY RESPONSIBILITY:**

- Provided administrative support
- Record-keeping and reporting
- Dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Maintained inventory of office supplies
- Developing sound, cost-effective strategies for the purchasing of computer systems and accessories.
- Managed support services for IT systems and platforms
- Acted as the principal administrator of the systems, such as software installations, license management, database administration, server setup and management, network, printers, audio/video conferencing, mobile phone support, deployment of equipment, management of inventories, disaster recovery, and periodic security vulnerability.

- ALLAN PLASTICS MANUFACTURING COMPANY, LAGOS 2010

**Post Held:** Administrative Officer

**KEY RESPONSIBILITY:**

- Provided administrative support
- Organizing company's record
- Dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Maintained inventory of office supplies
- Managed budgets, logistics and events.

- NIKAS INTERNATIONAL SCHOOL, LAGOS 2009 - 2010

**Post Held:** Computer Instructor/Engineer

**KEY RESPONSIBILITY:**

- Preparing lesson plans and statutory records
- Preparing Assessment report and ensured accurate documentation of test and exam records
- Coordinating the students for practical sessions
- Managing the overall technology infrastructure
- Managing support services for IT systems and platforms
- Acting as the principal administrator of the systems, such as software installations, license management, database administration, server setup and management, network, printers, audio/video conferencing, mobile phone support and deployment of equipment.
- Maintaining and repairing computer systems and accessories
- Software and hardware troubleshooting

- DIVINE MERCY COMPUTER INSTITUTE, LAGOS 2007 - 2009

**Post Held:** Computer Sales Executive/Engineer

**KEY RESPONSIBILITY:**

- Coordinated sales and marketing of computer systems and accessories
- Identified opportunities to reach new market segments
- Developed and implemented marketing strategies
- Microsoft office support
- Software and hardware troubleshooting
- Maintained and repaired the computer systems and accessories
- Diagnosing and repairing computer faults

## **HOBBIES**

Travelling, Reading, Sports and learning new things.

## **REFERENCE:**

**Prof. Sunday Onobumhe**  
**CEO/MD, Sunlight City Foundation**  
***Tel:* 08032322987**

**Mr. Lawrence Bakare**  
**Group Internal Auditor, Ronik Int'l Ltd.**  
***Tel:* 08182083946**