AKPOMEJERO UDHEDHE MARK

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CAREER OBJECTIVE

A hardworking and computer literate OND graduate in Computer Engineering. I am good with computers, I learn new systems fast and I like finding out why something is not working and fixing it. I want to join a growing company where I can help the business and finance team and also help staff with everyday tasks. I am happy to learn new things on the job and do my best to solve problems quickly. I understand that I need to be patient, helpful, and professional with people. I am ready to follow instructions, meet deadlines, take feedback and grow with the company

EDUCATION

Ordinary National Diploma (OND), Computer Engineering **[2014 - 2016]**
Delta State Polytechnic, Otefe-Oghara, Delta State, Nigeria.

RELEVANT COURSES

Courses from my OND programme

- Computer Hardware, Maintenance and Repairs
- Computer Networking (LAN, IP addressing, routers and switches)
- Operating Systems (Windows installation and configuration)
- Database Management and Data Processing
- Computer Applications and Spreadsheet Packages
- Introduction to Programming and Statistics for Computing

INDUSTRIAL TRAINING / PRACTICAL EXPERIENCE

Industrial Training – Clickworker (Remote) **[June 2020 – Present]**

- Work daily on my own computer and internet connection, solving my own system and connectivity problems so that I do not miss tasks.
- Completed remote tasks including web research, data categorization and data entry accurately and within deadlines.
- Followed detailed instructions and quality guidelines, and handled task information with confidentiality.
- Used spreadsheets, online forms and web platforms to organize, record and submit information.
- Developed good time management, independent working and clear online communication.

KEY SKILLS

Technical Skills

- Installing and configuring computer hardware, Windows operating systems, drivers and office software.
- Basic troubleshooting of desktops, laptops, printers and scanners (setup, drivers, paper jams, connection problems).
- Networking basics: connecting devices to LAN and Wi-Fi, IP configuration, crimping/patching network cables, checking connectivity.
- Antivirus installation, system updates, basic data backup and testing new software.
- Microsoft Excel, Word, PowerPoint and Google Workspace (Docs, Sheets, Drive).

Business and Office Skills

- Data entry and record keeping with attention to detail.
- Checking figures and documents for errors before submitting.
- Writing clear reports, and logging faults and requests properly so they can be tracked.

Personal Skills

- Logical thinking and patience when finding the cause of a problem.
- Able to meet strict deadlines and respond quickly to service requests.
- Good communication and ability to work well with people, including staff who are not good with computers.
- Well organized, honest, and respectful of company rules and confidential information.
- Willing to work extra or unsociable hours when the job requires it.

ACHIEVEMENTS

- Completed various online courses in basic computing.

LEADERSHIP / VOLUNTEER ACTIVITIES

- Helped to organize youth meetings and community clean up activities in my area.
- Assisted in keeping attendance records and writing simple reports after meetings.
- Supported younger members with basic computer typing and how to use online forms.
- Helped friends and family members with computer problems, typing documents and preparing simple CVs.
- Encouraged young people in the community to learn computer skills and take their education seriously.

INTERESTS

Fixing and tinkering with computers, reading tech and business news.

PERSONAL ATTRIBUTES

- Honest, dependable and respectful.
- Eager to learn and open to correction.
- Able to work with little supervision and also work well in a team.
- Calm and focused when working under pressure.

REFEREES

Available on request.