

ASO FRANCIS

OBJECTIVE

Motivated and adaptable professional seeking to contribute strong customer service, administrative, and technology skills to a dynamic organization. Committed to delivering excellent results, learning continuously, and taking on new challenges.

EXPERIENCE

Jumia Nigeria

01/2021 - 03/2021

Office Staff
Assisted customers with pickup and related enquiries.
Handled administrative and customer-service duties.
Maintained proper organization of packages and records.

Bestbet360

06/2022 - 07/2022

Office Staff
Assisted customers with transactions and enquiries.
Provided customer service and handled daily operational duties.
Maintained professionalism while attending to customers.

Path-Flora Tech

01/2023 - 12/2024

Office Staff
Assisted with daily business and technology-related activities.
Provided customer support and handled assigned responsibilities.
Worked with colleagues to complete tasks efficiently.

Ruthina China Import

12/2024 - 06/2025

HR Officer
Assist with administrative and human-resource related activities.
Support staff coordination and daily office operations.
Maintain effective communication with workers and management.
Assist with documentation and organizational tasks.

EDUCATION

Auchi Polytechnic, Auchi

2026

Cybersecurity Technology
Distinction

CONTACT

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SKILLS

- Cybersecurity Fundamentals
- Computer Skills
- Customer Service
- Sales & Marketing
- Office Administration
- Communication Skills
- Problem Solving
- Teamwork
- Handwriting & Documentation
- CorelDRAW
- Basic Technology Skills
- Human Resource Support

CERTIFICATE/TRAINING

- Cybersecurity and ethical hacking coursework
- Network security and penetration testing practicals
- Digital forensics and cybersecurity policy/law coursework

LANGUAGES

- English - Proficient
- Pigin English - Proficient
- French - Basic

REFERENCE

- **Available upon request - ""**

ACTIVITIES

- Farming Activities
- Watching Documentaries and Sports over the weekends

Auchi Polytechnic, Auchi

2022

Computer Science
Upper Credit

Great Oxford International Group Of Schools

2020

West Africa Examination Council
WAEC

Asoro Primary School

2014

Common Entrance Examination
MERIT

PROJECTS

Online E-voting System

Designed and implemented project concepts involving e-voting, authentication, databases, and security
controls.

Client: School Project

Result: Eliminates the problem of manual voting system and its consequences. Provide remote voting and integrity of voting.

HOBBIES

- Playing Football
- Listening to Music
- Playing Video Games
- Learning New Technologies
- Cooking