



## Bio-Data

Date of Birth: 28<sup>th</sup> June, 1992.

Sex: Male.

Nationality: Nigeria.

State of Origin: Akwa Ibom State State.

Local Government Area: Ika.

Marital status: Single

# UDOFIA, OFONIME IGNATIUS

No. 198 Aba Road, Ikot Ekpene L.G.A., Akwa Ibom

State, Nigeria.

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[ofonimeudofia1990gmail.com](mailto:ofonimeudofia1990gmail.com), ofonimeudofia28@yahoo.com

## Career Objective

To ensure my duties are carried out efficiently, I strive to bring my knowledge, ability and quota to consistently work in an organization where my potential can be best utilized to yield a positive result aiding to the growth of the organization. To listen and maintain a good line of communication with coworkers and customers.

## Education Background

### NATIONAL YOUTH SERVICE CERTIFICATE (N.Y.S.C)

**N.Y.S.C** **2020 - 2021**

GOVERNMENT OF ABIA STATE OF NIGERIA  
(HEAD OF SERVICE THROUGH BUREAU OF TRAINING)

**AKWA IBOM STATE POLYTECHNIC** **OCT., 2019**

Higher National Diploma (H.N.D) Computer Science - Upper Credit (3.20/4.0).

**AKWA IBOM STATE POLYTECHNIC** **OCT., 2015**

National Diploma (N.D) Computer Science - Upper Credit (3.38/4.0).

**SECONDARY SCHOOL** **JUNE, 2011**

The Apostolic Church High School, Ikot Akpan Ibesit, -  
Uruk Anam LGA, Akwa Ibom State

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## Technical Proficiency

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\*Skilled with the use of Microsoft Office Applications: Microsoft Word, Corel Draw and PowerPoint.

\*Social research enthusiastic.

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## Personal Skills

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\*Effective Verbal, Writing and Listening Skills. Managerial, Leadership, creativity skills etc.

\*Basic IT Skills (Microsoft Word, Excel, PowerPoint, Corel Draw)

### PRIMARY SCHOOL

JULY, 2003

West African Examinations Council (WAEC/NECO).

ST. DOMINIC CATH.SCH.

First School Leaving Certified.

Qualification First Degree {H.N.D.} – Computer Science (2019).

## WORKING EXPERIENCE

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### GENESIS HOTEL & EATERY AKWA IBOM STATE (2005) AS A (OFFICE MANAGER)

Conducted strenuous management of the hotel and keeping records and the administration of management tasks.

### FOOD AFFAIR IKOT EKPENE (2009) AS A (KITCHEN SUPERVISOR)

As a supervisor I supervised other workers for selfless delivery of their jobs.

### GOODHOPE COMPUTER PRESS (2012) ACCOUNT EXECUTIVE /GRAPHIC DESIGNER

The hospitality business exposed me to business opportunities, assisted in accessing financial resources & markets and getting accredited, and also being able to design and making graphics creative using Microsoft Word, Excel, PowerPoint, Corel Draw, Access etc.

### DORMAN LONG ENGINEERING LIMITED (2016) AS (ADMINISTRATIVE ASSISTANT)

As Administrative assistant I dealt on the documentation of the company as clerical duties was given effective outcome

### NIGERIA ASSOCIATION OF COMPUTING STUDENTS (2019) AS (GENERAL SECRETARY)

Being able to keep all the Departmental Records. All the minutes of each meeting was in my custody with the collaboration of the President as NACOSS Secretary.

### GLOBAL ICON FOUNDATION ENTERPRISE AS (ICT MANAGER) 2021

To strive towards greater success and impacting sound knowledge in people and ensure appropriateness, orderliness at all levels while delivering my services with all fairness diligence, perseverance and faithfulness as a measure taken to defend my integrity.

### ADDITIONAL QUALIFICATIONS

- ❖ Dorman Long Engineering Company Limited, Lagos  
Non Destructive Testing (NDT) in Oil and Gas on PT, MT, RT and UT  
(Certified) - 2017
- ❖ Cyber Security (Certified) - 2020
- ❖ Financial Inclusion (Certified) - 2021

### Personal Attributes

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- \*Honesty and integrity.
- \*Obedient and punctual to work.
- \*Good problem-solving skill.
- \*Ability to work under pressure with minimal supervision.
- \*Self-motivated and result-oriented.
- \*Good Graphics Designing and communication skills.
- \*Strong team spirit and positive attitude to work.

### References

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❖ **Dr. Eno John**  
Lecturer/ EMC Chairman  
Akwa Ibom State Polytechnic  
08028959442, 08035428218

❖ **Dr. Rev. Fr. Augustine Iwok**  
Catholic Parish  
08108596536