

STEPHEN SOLOMON

No.7 Gods will Street

Madalla Niger State

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OBJECTIVE:

Seeking first- level entry into any sector that will utilize my skills in communication, business management and my academic knowledge in computer expertise

PERSONAL DATA:

Sex: Male
Date of birth: 7 June, 1991
Place of birth: Ediku main town
State of origin: Benue
L.G. Area: APA
Marital status: Single
Religion: Christian
Nationality: Nigerian

INSTITUTION ATTENDED:

National Youth Service Corps (NYSC) (2018 - 2019)
Anambra State, Umunze Community High School (CHS) Orumba South

Higher National Diploma (HND) in Computer science, 2018
Federal Polytechnic Bida, Niger State

Senior secondary School Certificate (SSCC) 2009
Simtalex School Kaduna

SKILLS AND ABILITIES:

Skills with Ms Office:

1. Ms. word
2. Power point
3. Ms. excel

4. Access
5. Explorer
6. Photoshop
7. WordPad Note
8. Project and outlook
9. Good communication skills, interpersonal skills and team playing ability and advanced internet skills.
10. Working under pressure, innovation, ambition, honesty, discipline and credibility.

TRAINING AND CERTIFICATION:

Professional training in the areas of Exceles, PowerPoint, Access, Project and Outlook as well as public relations and leadership .certification in basic entrepreneurship skills and advanced **internet skills**.

EXPERIENCE:

INDUSTRIAL TRAINING (IT)

Cost control Department, Bouygues construction Nigeria Ltd, Idu Plant Department, Abuja

Accounting Assistant

Bouygues construction Nigeria Ltd, Abuja.2013-2014

- Assisted with general accounting functions
- Trained, supervised and supported part time staff
- Participated in reconciliation and actualization scheduling.
- Partakes and manages multiple priorities and inventory
- Developed a research methodology and shortcut in computer.

Administrative Assistant

Bouygues construction Nigeria Ltd, Abuja.2013-2014

- Performed administrative and secretarial support functions for the manager of the company.
- Coordinate and managed multiple priorities and projects
- Teaching cost accounting to undergraduate students
- Keeping all the necessary records of the Department complying through the computer method and manual method for future use.

PROFESSIONAL DEVELOPMENT:

Professional trained in the areas of excels, access, word, PowerPoint, public relation skills and advanced internet skills.

Trained and developed a program using Visual Basic (VB 6.0) to build a project titled ubiquitous Health Diagnose System using expert and Neural Network (As a case study of Federal Polytechnic Bida, medical centre) Niger state.

Trained in the areas of installing networking and other electronic devices like

- Dish (Dstv)
- Software and hardware installation and
- Network configuration etc.

AFFILIATION

- Member, Nigeria Red Cross Society

PERSONAL INFORMATION:

Honesty- found and returned a missing envelope containing #15000

HOBBIES:

Playing football, swimming, reading and travelling

REFEREES:

Mr. **Stephen, Daniel**

Clearing and Shipping, Nigeria customs service

Contact E-mail solacino1234@gmail.com

Contact numbers: 07065875584, 08087688216

REFEREES:

Mrs. **David Sarah Stephen**

Nigeria Army Force

Contact E-mail dsarah1@gmail.com

Contact numbers: 07032885033, 08036319119