**CURRICULUM VITAE**

Surname: Omosohwofa

First Name: Casey

Other Name: Edirin

Gender: Female

Date of Birth: 11th July, 1989

State of Origin: Delta State

Lga of Origin: Ethiope East

Residential Address: 8, Omosohwofa Street, Okumagba-Layout

Place of Residence: Warri (Willing To Relocate)

Nationality: Nigerian

Religion: Christianity

Telephone Nos: 08039283378, 07084711764, 08182009076

EMAIL ADDRESS: caseyviva1@gmail.com

**INSTITUTIONS ATTENDED QUALIFICATIONS OBTAINED**

University Of Benin, Edo State POST GRADUATE DIPLOMA IN VIEW

(COMPUTER SCIENCE)

Delta State Polytechnic Oghara, Higher National Diploma, 2016 (Statistics)

Delta State Polytechnic Oghara Ordinary National Diploma, 2010 (Statistics)

Federal Government College Warri Senior School Certificate (2007)

Standard International School Warri First School Leaving Certificate (2001)

Kasa Computer College, Warri Diploma In Software Programming

Cisco Netacad Academy (Online) Networking & Cybersecurity

Alison Education Center (Online) Diploma In Caregiving (2022)

Flourence Academy, UK (online) CPD Training for Carers

**WORK EXPERIENCE:**

**Warri Refining & Petrochemical Company (2012 Till Date)**

**(Materials Management Officer- Temporary Staff)**

**Responsibilities**:

2011 - 2017

* Reviewing requests of equipment to be purchased for organizational use

as raised by users’ departments. Checking the material specifications to make sure they are well specified with detailed information.

Communicating with the users’ departments to find out more details of their requested materials in situations whereby the items are not well specified. I also suggest some ideas to them as I am always make research.

* I checked the warehouse storage location to see if the requested items are available. Assigning code numbers to the requested numbers using a designated pattern and software programmed for code numbers.
* Capturing data into the SAP (System Appreciation and Processing) module so as to generate SAP code numbers, taking records of the locations of each items stored in the warehouse and these records are in the codification template of the materials management software used in the organization. Sometimes, I am redeployed to the stock records office where I post materials already issued by the warehouse officers to the requisition officers.
* Reconciliation of physical stock with the stock in the system and overseeing that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, I also ensure that the stocks stay physically protected in the warehouse.

* Undertaking the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members.

2017 - 2020

* Working in the procurement section under the supply chain department gave me an insight into requesting for price quotations from manufactures and vendors, preparing price intelligence report as well as local and foreign purchase orders.
* Saved the corporation hundreds of millions of naira due to my vast research skills and ability to detect doctored documents and fake email domains.

**2020 - 2022 (Computer Networking and Cybersecurity Officer in the I.T Department)**

* Administered over 30 servers in a Windows 2008/2016 server server environment with about 99% uptime while implementing routing changes including BGP, OSPF, RIP, PIM and EIGRP
* Troubleshoot IP connectivity and network performance, minimizing vulnerabilities by 30% and improving network performance by 25%.
* Implemented multicast changes, including VPN changes on Cisco ASA platform and network changes on corporate and data center infrastructure
* Ensured system security and reliability by maintaining device configuration/backups and network monitoring tools, reducing client support tickets by about 47%
* Realized a cost saving of about 40% by negotiating with vendors/contractors for prompt delivery of requested items
* Provided desktop support to over 500 workforce such as: adding computers to the domain, configuring the exchange and handling various ethernet cabled and wireless network issues

**FABIANI FURNITURE & CONSTRUCTION CO. WARRI (2007-2008)**

(ACCOUNT OFFICER)

**Responsibilities:**

* Assisted in the sales of machineries and construction equipment..
* Involved in ordering for the supplies of materials in bulk quantities into the company
* Welcomed customers into the company and made sure they were satisfied with the services.
* Took record of the sales and also made some bank transactions on behalf of the company.

**Care-Giving:**

* Cared for an accident victim who was confined to wheelchair for years.
* Cared for some aged people around me, providing support.
* Cared for a diabetic patient.

**Skills/Specialization**:

SAP/ERP, Database Management (Microsoft, MySQL, SQLite), Programming (Python), Computer Networking and Cybersecurity, Windows Troubleshooting, Microsoft office packages, Caregiving

**REFEREE:**

**Mr. Ibrahim Yakubu**

Superintendent, Stock Control

Wrpc

08033136866

**Matthias Yahaya**

Human Resources Officer,

Wrpc

08037164014

**Mr. Obisue**

Statistics Department,

Delta State Polytechnic, Oghara

0803 223 0626