

OIBO ADAMA DAVID

Royal Palm Estate, Peter Odili Rd, Port Harcourt, Rivers, Nigeria

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PROFESSIONAL SUMMARY

Highly disciplined and proactive Administrative Professional with a strong background in operations coordination, risk management, and regulatory compliance. Experienced in managing office procedures, maintaining accurate records, and supporting organizational efficiency through structured administrative systems. Skilled in coordinating teams, overseeing daily operations, and ensuring adherence to policies and standards.

Adept at report writing, documentation, and communication with internal and external stakeholders, including regulatory and security agencies. Demonstrates strong organizational, problem-solving, and multitasking abilities, with a proven capacity to perform effectively in high-pressure environments. Committed to improving administrative processes, ensuring smooth workflow, and supporting overall organizational objectives.

CORE COMPETENCIES

- **Organization:** Managing schedules, records and tasks efficiently.
- **Communication:** Clear writing, reporting and stakeholder interaction.
- **Leadership:** Supervising staffs and coordinating operations.
- **Problem Solving:** Handling issues and making sound decisions.
- **Financial Management:** Budgeting and resource allocation.
- **Technical Skills:** Using Office software and system effectively.
- **Compliance:** Following policies, regulations and maintaining confidentiality.
- **Interpersonal Skills:** Building relationships and resolving conflicts.
- **Analytical Skills:** Reporting and improving processes.
- **Adaptability:** Responding well to change and taking initiative.

EDUCATION

University of Jos, Plateau State

B.Sc Computer Science [2019]

Award: Best Graduating Student in Computer Science Unit

Federal Government College, Otoki [2011]

WAEC & NECO Certifications

Roles: Library Prefect | Geography Club President

St. Charles Lwanga Nursery & Primary School, Adoka [2005]

First School Leaving Certificate

Roles: Timekeeper | Best Graduating Pupil

Command Children School, Enugu [2000–2002]

PROFESSIONAL EXPERIENCE

FleetFence Limited, Port Harcourt

Administrative Officer [Nov 2023 – Feb 2026]

- **Office Management:** Oversee daily office operations to ensure efficiency.
- **Record Keeping:** Maintain and organise files, documents and database.
- **Correspondence:** Handle emails, letters, reports and official communications.
- **Scheduling:** Arrange meetings, appointments and events.
- **Staff Support:** Supervise junior administrative staff and provide guidance.
- **Procurement:** Manage office supplies and vendors relationships.
- **Budget Support:** Assist in preparing and monitoring budgets and expenses.
- **Reporting:** Prepare reports, presentations, and administrative summaries.
- **Customer/Client Service:** Respond to inquiries and support stakeholders.

Outsource Global Technologies Limited, Abuja

KYC Analyst/Customer Services Representative

- Conduct customer due diligence
 - Risk Assessment
 - Record Keeping
 - Reporting suspicious activities
 - Process improvement
 - Handles customers Inquiries
 - Resolves complaints
 - Process orders
 - Provide product or services Information
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Monolink Homes and Resorts, Abuja

Marketer / Graphic Designer [*Jan 2023 – Jul 2023*]

- Promoted residential properties across Abuja markets.
- Designed brand materials and digital advertisements.
- Conducted pricing surveys and market research for short-let listings.

Nasarawa State Polytechnic, Lafia (NYSC)

Junior Lecturer [*Jan 2022 – Dec 2022*]

- Taught Computer Science across multiple departments.
 - Pioneered pre-project defense sessions and digital assignment submission processes.
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The Polytechnic, Adoka Benue State

Junior Lecturer [*2020 – 2021*]

- Instructed courses in Computer Science and Public Administration.
- Contributed to departmental accreditation efforts.
- Developed a student online clearance system.

Command Secondary School, Jos

Student Teacher – Computer Science [2018 – 2019]

- Delivered Computer Science lessons to JSS students.
 - Served as CBT instructor for senior students preparing for JAMB.
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ICT Directorate, University of Jos

ICT Intern [2016 – 2017]

- Assisted in setting up campus-wide network infrastructure.
 - Installed routers, switches, and wireless devices.
 - Supported administrative operations of the ICT office.
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TECHNICAL & DIGITAL SKILL

- **Operating Systems:** Windows, Linux (Ubuntu, CentOS)
 - **Networking:** TCP/IP, DNS, DHCP, VPN setup & troubleshooting
 - **IT Support:** Hardware/Software installation, System maintenance, User support
 - **Office & Productivity Tools:** Microsoft Office Suite, Google Workspace
 - **Collaboration Tools:** Slack, Microsoft Teams, Zoom, Trello
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REFEREES

Available on Request