

AMON, MIRIAM OKECHUKWU

DR Bakare Street off Igbe road Lagos | Poster Code
102222+2348131639282 | okejasmiriam@gmail.com

Professional Profile

Versatile IT Operations and Laboratory Professional with hands-on experience in IT billing systems, healthcare IT operations (HMO), and network administration. Skilled in troubleshooting, data management, and system optimization across telecom, healthcare, and laboratory environments. Known for accuracy, efficiency, and strong collaboration in fast paced settings.

Key Skills

- IT Operations & IT Billing Support
- IT Troubleshooting
- Networking security
- Microsoft office
- HMO Operations & Healthcare IT Systems (GOZOS)
- Sales & Marketing Fundamentals
- Business Laws & Regulatory Awareness
- Effective Communication & Work Ethics
- Laboratory equipment maintenance and calibration
- Chemical and biological sample analysis
- Data recording and report generation
- Safety compliance and hazard management
- Solution preparation and titration techniques
- Laboratory inventory management
- Team collaboration and communication
- Leadership /quality orientation skills.
- Adaptability.
- Excellent communication skills
- Team management skills
- Microbiological techniques skills
- Time management skills.
- Strong Problem-Solving Skills

Work Experience

IT Operations / HMO & Billing Support (Intern)

GOZOS Healthcare Solutions

March 7 – March 21, 2026

- Supported HMO operations and healthcare billing processes.
- Assisted in IT billing system usage, ensuring accurate patient and service data entry.
- Helped resolve billing discrepancies and supported claims processing.
- Collaborated with healthcare and IT teams to ensure smooth system operations.
- Gained exposure to healthcare data management and digital health systems.

IT Intern – IT Operations (IT Billing)

MTN Nigeria October 21- April 20, 2026

- Supported IT Operations with focus on IT Billing systems
- Assisted in monitoring billing accuracy and resolving discrepancies
- Collaborated with technical teams to ensure smooth IT service delivery
- Gained hands-on exposure to enterprise IT infrastructure and billing workflows

Network Administrator, IT bridge Academy, Lagos state

May 2024 – March 2025

- Provided technical support to students, resolving issues related to software installation, configuration, and network simulation errors.
- Configured and managed IP addressing, VLANs, and routing protocols to enhance network performance and align with organizational requirements.
- Diagnosed and resolved connectivity issues involving routers, switches, and access points, ensuring minimal network downtime.
- Installed and connected Ethernet cables to establish stable communication between network devices and end-user systems.

Record Keeper, GT Pendragon Enterprises

August 2023- October 2023

- Managed and organized company records, including financial transactions, employee files, and customer data, ensuring confidentiality and accessibility.
- Performed accurate data entry and regularly updated digital databases to maintain up-to-date and error-free records.
- Streamlined document storage processes for efficient retrieval and compliance with company policies.

Laboratory Assistant

INDUSTRIAL TRAINING, NIGERIAN NATIONAL PETROLEUM CORPORATIONS [NNPC] RIVER STATE: JUNE 2019– JUNE 2020

- Supported senior technicians in conducting routine laboratory procedures and diagnostic tests.
- Cleaned, sterilized, and maintained lab equipment to uphold hygiene and prevent contamination.
- Labeled, organized, and managed biological and chemical samples for efficient tracking and retrieval.
- Ensured strict adherence to health and safety protocols within the laboratory environment.
- Assisted in testing samples to aid scientists and medical personnel in diagnosing infections and monitoring disease patterns.
- Accurately recorded, analyzed, and interpreted test results.
- Monitored laboratory inventory and coordinated supply orders to maintain operational efficiency.

Science Laboratory Technician

NATIONAL YOUTH SERVICE CORPS [NYSC] LABORATORY TECHNICIAN AT MEDICAL RECEPTION STATION (MRS) 8BAD GUSAU ZAMFARA STATE.

OCTOBER 2022 – SEPTEMBER 2024.

- Prepared and set up laboratory equipment and materials for various experiments and testing procedures.
- Performed chemical, biological, and physical tests in accordance with established laboratory protocols.
- Maintained and calibrated laboratory instruments to ensure accurate and reliable results.
- Documented detailed observations, test procedures, and results, maintaining organized lab records

CERTIFICATIONS & PROFESSIONAL TRAINING

Lagos State Employment Trust Fund (LSETF)

- Effective Communication – July 15, 2025
- Work Ethics – July 15, 2025
- Career Management & Employability Skills – July 18, 2025
- Sales and Marketing – October 17, 2025
- **Development Bank of Nigeria (DBN)**
- Marketing and Sales
- Laws and Regulations of Business
- Sustainability for Small Businesses

Certifications and Training

- CCNA Certified Networking Associate 2025
- IT Essential :PC hardware and software certificate 2024
- CCNA: switching ,Routing, and wireless essentials 2024
- NYSC discharge certificate, 2023
- Higher National Diploma in science laboratory technology 2021
- National Diploma in science laboratory 2018
- HMO Operation and Billing healthcare solution

EDUCATION:

- Cisco Certified Networking Associate, IT Bridge Academy , Lagos State, March 2025
- Kenule Beeson saro wiwa polytechnic: National diploma / Higher national diploma in science laboratory technology December 2015 – November 2021
- Community secondary schools Odieroke Ahoada : Senior school leaving certificate (WAEC) June 2009 – June 2014

References

- Available upon request.