**Client Engagement Specialist (Social Media) - Remote**

**CURRICULUM VITAE**

MOBILE no:-07032868658 (Whatsapp No.), 08112656654

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OBJECTIVE

* Aspiring to work with an organization where the environment fosters challenges & continual learning process; passionately willing to contribute my quota in fulfilling the visions and aspirations of such organization.

EDUCATION QUALIFICATION

* Federal Polytehcnic, Kaura Namoda, Zamfara State

***National Diploma (ND) in Computer Science September 2023***

* Complete Computers & Technology (Affiliated with Ambrose Alli University, Ekpoma. Edo State.)

***Diploma in Computer Engineering, Jan. 1999- Dec. 2000***

* University of Benin, Benin City. Edo State.

**Diploma in Data Processing, Dec. 1993 – April, 1996**

PROFESSIONAL QUALIFICATION

* Coursera in Partnership with Google

***Google Data Analytics Professional Certificate (v2) July, 2025***

* Faith Lead University, USA.

***Certificate in Mobile & Online Church Ministry (MOCM) May, 2025***

* Wootlab Foundation (E-Learning Platform in partnership with Microsoft and Federal Ministry of Communications & Digital Economy).

***Certificate in Data Analysis, September, 2023***

* MTN (In Collaboration with META & Digivate360)

***Certificate of completion in MTN ICT & Business Skills, September, 2023***

* Global Health eLearning Center(Supervised by USAID & Johns Hopkins Bloomberg Sch. Of Public Health)Certificates are:

***Certificate in M & E Frameworks for HIV/AIDS Programs, April, 2016***

***Certificate in Data Use for Program Managers, April, 2016***

***Certificate in Monitoring & Evaluation Fundamentals, Mar. 2016***

EXPERIENCE

* **Federal Medical Centre, Gusau, Zamfara State.**

*Principal Data Processing Officer, Aug. 2013 – Up till Date.*

 Supporting the automation system and centrally monitoring the database of the Hospital

 Data processing officer in charge of all Radiology report (Prepare the daily chest X-ray, ultrasound, mammography, CT and MRI

 Working in Computer Room, treating MIS, Data Processing and ICT functions of the Hospital

 Managing database of Radiology department (Reporting, scan & special procedures).

 Administrative support, Liaising with Human Resources, Secret & Open Registry for updates on Nominal Roll.

 Carry out secretarial duties & office equipment routine management

 Using SPSS for data inputting & analysis @ Maternal, Newborn& Childbirth Programme (MNCH2)

 Support staff in general system operations & administrative routines

 Generate back-ups/soft archives for documents

 Secretariat secretary of News Bulletin & Publication Committee of the Centre

 Handles Database Management of Obstetrics & Gynaecology Department (Birth Registry, HIV & Maternal/Morbidity Records through SPSS package)

 Support in Monitoring & Evaluation during budgeting, capital projects & planning

 Repairs, Maintenance/Installation of computers & its peripherals

 Mentoring of Industrial Training Students on computer science practicals

* **Project 2011 Swift Count - Monitored by (USAID, NDI &UKAid)**

Data Entry Clerk, April 2011- April 2012

(Worked at the National Information Centre, Sheraton Hotel &Towers, Abuja.)

* Entry & Collation data into the general database system
* Analyze data via the system
* Monitoring & evaluation using data processing methodology
* Output – final information from gathered raw data
* **Compovine Technology Limited, Wuse-Zone 3, Abuja.**

*Computer Engineer, Nov. 2008 – June 2010*

Job Responsibilities

* Repairs and maintenance of computers
* Installation and configuration of computer peripherals
* Cloning of new computer system
* After sales services
* Networking of systems and printers
* General system support
* **Microchips System Limited, Wuse-Zone 3, Abuja**

*Computer Engineer, Nov 2007 – Nov 2008*

* Networking (Wired and wireless)
* Cloning of Computers
* Maintenance and repairs
* After sale services
* **Oceanic Bank (Nig) PLC, Abuja Main Office)**

*Information Technology Assistant, Dec 2005 – Oct 2007*

* System Support Assistant
* System Administrator (networking & installation)
* Installation & Configuration of computer hardware, software (Bank applications) and its networking peripheral
* Working to minimize network downtime in the region
* Monitor Internal Mail Saver via Oceanic Bank Microsoft Outlook
* In-Charge of main saver control room
* Assist ISP in installation of networking gadget
* Assist the setting up of Automated Teller Machines (ATM)
* Generating statement of Accounts (Hard & Soft Copies)
* Repairs & maintenance of computer system/networking equipment/printers
* Providing support for urgent downtime calls from other branches in the region
* **National Park Service, National Hqtrs, Abuja**

*Assistant Park Warden (Secretary), August 2004 – Nov. 2005*

* Handled all secretarial duties under Assist. Director (Eco-Tourism)
* Managing the Internet control room of National Park Service - Abuja
* Worked under Global Environment Facility (GEF - Funded by World Bank) as Secretary
* Collate prospective bidder for GEF capital projects
* Interfacing GEF and World Bank Office in Abuja for in-coming & out-going mails.
* Sending and receiving GEF documents via the net
* Implements clerical duties for Global Environment Facility (GEF) office
* **Union Bank Nig. Plc, Akpakpava Road, Benin City, Edo State.**

*Industrial Training, 2002 – 2003*

* Worked in various departments (Computer, Account & Bulk Teller)
* Involved in the preparation of G14, Payroll & Printing of Statements
* Knowledge of maintenance and repairs
* General Knowledge of Flexcube Application Software.

EXPERIENCE WITH DEVELOPMENTAL PARTNERS

* Health for Life and development foundation (HELDEF) Gusau, Zamfara State

Admin and Logistic Assistant, 2015 -2018

* Ensure proper collation and storage of data & Information
* Complete status reports and maintain databases as required
* Facilitate efficient communications and information flow for all field teams.
* Ensure compliance with organizational guidelines and rules
* Support monthly work plan development and submit monthly report
* Liaise with government agencies on behalf of HELDEF
* Monitors, documents, and reports of project activities per HELDEF guidelines, delivering projects on time and on target.
* Liaise with Developmental partners working on maternal health ,HIV/AIDS and other health issues
* Provide logistic support for program implementation
* Provide administrative support for HELDEF procurement activities
* To support the State M&E teams and liaise with facility M&E officers to conduct regular patient level data extraction and reporting to USAID for retention and Audit Determination using EMR Platforms.
* I ensured that patient level documentation at the records level is accurately and completely documented for both adult and pediatric in each clinic day
* Retrieve folders Insert necessary forms for documentation into client’s folders (e.g. Pharmacy order forms, CD4 calendars).
* I ensured that patient level information is reviewed and well documented into the appropriate Patient Monitoring and Management (PMM) forms.
* Routine review of ART and Pre-ART registers to ensure all data elements are properly documented.
* Compiled defaulters list and share with trackers at the end of each clinic day.
* Supports monthly data Collections.

CONSULTANCY EXPERIENCE

* **Data Entry Clerk** in Maternal and neonatal mortality audit by MNCH Zamfara state 2016
* **Data Entry Clerk** in Maternal and Neonatal mortality audit by MNCH Zamfara state 2018
* **Research Assistant** in Organizational Capacity Assessment in Jigawa state by Lafiya project August 2020
* **Program Support** training of Family planning providers on difficult implant removals by IHP in Kebbi, Sokoto and Bauchi state (March-September 2020)
* **Data Collector** MSH – PMI-S (Qualitative & quantitative analysis)Baseline malaria analysis in Zamfara State (December 2020) - Vast in the usage of ODK/KoboCollect

REFEREES

* **DR. ABUBAKAR DANLADI,**

Chief Consultant (Ob &Gynae,),

Federal Medical Centre,

Gusau, Zamfara State,

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* **Mr. CLETUS ADEWOLE,**

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* **Mr. DELE ALABI,**

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Abuja.

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