

# VINCENT ABUKA

[www.vincentabuka.com](http://www.vincentabuka.com)

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## Personal Information

Sex Male  
Nationality Nigeria

## Education

OUI Ile-Ife 2012-2016  
(B.Sc. Computer Science)

## Skill Highlights

- Software Development (Front End)
- Web Design/Development
- Database Management
- System/Server Administration (Windows)
- Microsoft Packages
- Graphics Design
- Computer Networking
- Azure Cloud Computing
- Software/Hardware support
- System Analysis/SQA
- Digital Marketing
- Video/Photo Editing
- Project Management
- Visa Processing
- Study Abroad Advisory

## REFERENCES

To be provided on request

## Career Objectives

To Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Desirous of an IT Service Management and Visa Processing role in a challenging workplace that welcomes innovative ideas and offers growth opportunities and positive environment for accomplishing projects an excellent academic record, ability to understand and test software, good knowledge of Microsoft packages, Software quality assurance, Web development, Database management, Digital marketing, Networking, good team player and a strong understanding of core internet technologies, Study visa, Visit and Skills Workers Visa, International Educational Counselling.

## Certifications/Training

- Microsoft office specialist - Oracle
- PMP/CIPM - MCSE
- Software Dev (Front end) - CCNA
- Dip. In Desktop publishing - Film/Photography
- Dip. In Web design - Digital Marketing

## Work Experience

**Study Across Globe LTD** - 2022 till date

### Head IT/Study Abroad Advisor

- Manage the overall IT infrastructure
- Overseeing and assigning tasks to team members
- Troubleshooting, server, network and database management.
- Sourcing and liaising with an external IT service provider
- CRM, Website and social media management
- Visa Processing
- International Education counselling

• **Study Across Globe LTD** - 2020 to 2022

### IT Administrator/Visa Officer

- Manage the Organization IT infrastructure
- Troubleshooting, server, network and database management.
- Application and CRM Support
- Website and Social Media Management
- Graphic Design
- Visa Processing
- International Education counselling

### ICT/Facilitator Officer

- ICT Application/Robotics Facilitator
- Microsoft Office Specialist/IC3 Certification Trainer
- Network support,
- Website management.

**Topgy Systems**

- 2018 to 2019

**ICT Officer**

- Software deployment, support and end users training
- SQA/Testing, System/Server Admin, Network support.
- Website, social media management, Graphics/video editing
- Hardware, Office Applications support, Asset tracking, FixedAsset Barcode Generator
- Systems/IT equipment's procurement.

**NTA Minna**

- 2017

**NYSC:** IT support, News editing and PA to GM

**Kosofe LGA**

- 2015

**(Industrial Training)** ICT Support and secretary to the clerk of the house