

Ephraim Abuh

Data Processing Analyst

Motivated and trained professional Data Processing Analyst with cognate 4+ years of experience. Achieved a complete overhaul of manually time-consuming Data Processing Unit shifting it to a more digitized system reducing 4 hours of processing to just 5 minutes. A very conscious and hardworking team player with clear eyes for details seeking to leverage my skills in helping any organization achieve that great fit.

Experience

2018	DM HOLDINGS LIMITED Deputy Manager, Data Processing Analyst <ul style="list-style-type: none">•Project planning and Execution•Coordinating regional and interstate meetings•Preparing and delivering of presentations•Gathering and storing of useful data•Analysing and Processing of projects data and making projections•Special project management•Managing of suppliers•Training and managing of interns in the Scheduling Unit•Supervise production scripts editing and breakdowns•Ensuring that all duties are carried out•Monitoring of the production reports
2017	Business Support Executive <ul style="list-style-type: none">•Project Planning and Execution•Processing of projects data and making projectionsManaging of suppliers
2016	Head Scheduling Unit <ul style="list-style-type: none">•Training and managing of interns in the Scheduling Unit•Supervise production scripts editing and breakdowns•Monitoring of the production reportsEnsuring that all duties are carried out
2015	Scheduler <ul style="list-style-type: none">•Preparing of Production Schedules•Editing and printing of Production scripts•Preparing of actors frequency breakdown in a production•preparing of Sets scenes breakdown in a production•Daily reports of the progress of the production•Monitoring of the cast progress each sceneProduction record keeping and presentations
2014	Management Trainee <ul style="list-style-type: none">•Preparing of Media letters•Monitoring media schedules•Building of clienteles•Editing and printing of production scripts•Printing of Production Schedules•Follow up on production reports delivery

Personal Info

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Phone
08059477991 / 08125553891

E-mail
ephraimabuh@gmail.com

Date of birth
1985-04-14

LinkedIn
www.linkedin.com/in/ephraim-abuh-aab7b393/

Skills

- Highly proficient with MS office packages
- Vastly talented in the use of VLOOKUP's in Excel and SQL Data base Management
- Good communication and interpersonal skill
- A resource person in research and Innovation
- Excellent Team player
- Adept in Project Planning and Execution
- Enthusiastic Learner
- Ability to work under Pressure
- Attention to details and well organization

2013 **Class Teacher**
ST. ERNEST COMP. INTERNATIONAL SECONDARY SCHOOL
IJAGBA, OSE ONDO STATE, Department of Sciences

A year of National Youth Service Corps.

- Teaching of Biology and Physical Health Education
- Preparing of Teaching Notes
- Physical Exercise with the students twice a week
- Building of a sport team
- Preparation of the exam questions

Assessment of the students on field and in a written examination

2010 **Laboratory Assistant**
DIL-MALTEX, Quality Control Department

Six months Industrial Training at DIL Maltex Agbara.

- Ensuring raw materials meet the Standard required.
- Ensuring each batch of production are tested and meet the standard requirement.
- Ensuring the products and raw materials are free from microbes and safe for consumption
- Making sure the water running in the factory is safe and clean for use.
- Making sure the quality and standard of the organization is maintained.

Projects

1. Cowbellpedia Mathematics TV Quiz Show

- Housing and logistics of the movement of teachers and students through the duration of the project
- Processing of the stage 1 examination result
- Processing of data obtained from the stage 1 examination and stage 2 statistics of all candidates.
- Visit www.cowbellpedia.ng for more info on the project

2. Cowbellpedia Academy

- Coordination and planning of the logistics
- Coordination of all the activities and managing of the faculties involved
- Gathering of data and analysis of such plus reporting of the outcome of the Academy.
- Visit www.academy.cowbellpedia.ng

3. InterswitchSPAK National Science Competition

- Housing and logistics of the movement of teachers and students through the duration of the project
- Processing of the stage 1 examination result
- Processing of data obtained from the stage 1 examination and stage 2 statistics of all candidates.

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4. **Tousled, TV Drama Series**
 - Head Production Scheduling Unit
5. **Swing, TV Drama Series**
 - Head Production Scheduling Unit
 - www.dmholdingslimited.com/Our-Shows/SWING
6. **Thirty Minutes, TV Drama Series**
 - Production Scheduler
 - www.dmholdingslimited.com/Our-Shows/ThirtyMinutes
7. **Emerald, TV Drama Series**
 - Production Scheduler
 - www.dmholdingslimited.com/Our-Shows/Emerald
8. **Unayi Health Center, TV Sitcom**
 - Production Scheduler
 - www.dmholdingslimited.com/Our-Shows/Unayi-Health-Centre
9. **Trulis, TV Sitcom**
 - Management Trainee
 - www.dmholdingslimited.com/Our-Shows/TRULIS

Education

2011	KOGI STATE UNIVERSITY ANYIGBA <ul style="list-style-type: none">• B.Sc. in Biochemistry• 2.75 GPA
2006	GREAT GRACE PRIVATE SCHOOL KM2, AYOBO Senior School certificate (SSCE)
1999	SASA PRIMARY SCHOOL, SASA ALIMOSHO Primary School Certificate

References

MR ABUH JOSHUA,
FRIESLAND CAMPINA WAMCO NIG PLC LAGOS,
Senior Brand Manager Peak,
08034021330, 08058595675

MR ABRAHAM PETER,
MAINSTREET BANK,
Head Finance/Admin,
5th Floor, Mainstreet Bank Plaza, 51/55 Broad Street, Lagos,
08023939411

MR EBENEZER ADEOTI,
THE ARENA WOOPS RESOURCES,
General & Facility Manager,
Bolade Oshodi,
08023426969