

Flat 2, Hamza Abdullahi Way,
Kubwa, Abuja
Nigeria
+2348160718463
+2348139384934
Emmaukpong30@gmail.com

EMMANUEL E. E. UKPONG

OBJECTIVE Seeking to work in a setting that will dare me extra at the same time allowing me add to the sustained enlargement and achievement of the organization.

**SKILLS &
ABILITIES**

- Front-end Web Design
- Full-Stack web Design
- Technical Support
- Network/System Administration
- Data Entry
- Graphics Design
- Transcription
- Proofreading
- Good Administrative and Organizational skills
- Keen attention to details
- Proficiency in written and spoken English
- Musicologist (Organist/Pianist)
- Group and Private tutoring

EXPERIENCE **WEB DEVELOPER AND REMOTE SUPPORT,**
WIGS ON MASSIVE NIGERIA LIMITED
2020 to 2021
Website design and Management, Technical Support

TECHNICAL SUPPORT,
SUREIMAH INC.
2020 to 2021
Website design and development, Technical Support and implementation

ALIBABA
2020
Freelance Audio Transcriber

FREELANCE IT/TECHNICAL SUPPORT PROFESSIONAL

2017 till date

Provides remote and on-site IT support and Managed Services

ORGANIST, PCN

KUBWA

2016 till date

Musical presentation, ministrations, and training organizer

DATA ENTRY OFFICER/SUPERVISOR,

CASPRI WATERS LTD

2007 - 2010

Analysis and proper documentation of data with keen attention to details, Supervision of production process.

EDUCATION

ACCET POLYTECHNIC – CALABAR – DIPLOMA IN COMPUTER ENGINEERING

Computer Engineering, Installation, networking and industrial installation

UNIVERSITY OF CALABAR – CALABAR – B.SC BOTANY

Botanical science and plant culture

INTERESTS

- IT Support
- Music
- Web Development
- Virtual Assistant
- Computer Repairs
- Audio Transcription
- Administration
- Organization/Planning
- Wildlife and Conservation

LEADERSHIP

YOUNG AFRICAN LEADERS INITIATIVE (YALI) – VOLUNTEER

- 2009 till date.

CONVENER, ABUJA NORTH PRESBYTERY PYPAN GENERAL CONFERENCE

- Nov. 2016

COMMUNITY CONNECT FOR YOUTH LEADERSHIP – Creating young and responsible leaders for future endeavors – Team Captain

– December 2011

COMPANY SECRETARY – THE BOY’S BRIGADE NIGERIA

– 2011 – 2016

BAND LEADER/TRAINER – THE BOY’S BRIGADE NIGERIA, CROSS RIVER STATE COUNCIL

– 2012 - 2015

REFERENCES

AVAILABLE ON REQUEST