

# OTOBOH PAUL

Lagos, Nigeria

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## Skills

- Database Management
- Project Management
- Data Maintenance
- System Maintenance
- Technical Documentation
- Business Intelligence
- Data Integration
- Operations Research
- System Configuration

## Professional Summary

Dedicated professional with demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

## Experience

### Ugegbe | Abuja, Nigeria

○ September 2023 - Current

Social Media Manager

- Monitored social media content to maintain continuity across platforms.
- Analyzed competitor activity on social media channels to identify areas for improvement.
- Monitored analytics to track success of social media efforts.

### Ugegbe | Abuja , Nigeria

○ August 2023 - Current

Information Management Analyst

- Assessed effectiveness of current information management tools and recommended improvements as needed.
- Coordinated efforts to collect feedback from end-users about their experiences using organization's information systems and services.
- Tested, maintained and monitored computer programs and systems, including coordinating installation of computer programs and systems.
- Implemented measures to safeguard against unauthorized access or tampering with sensitive company data.

### Julius Berger International | Abuja, Nigeria

○ May 2021 - December 2022

Information Security Analyst

- Managed implementation of new systems, coordinating closely with internal personnel and outside vendors.
- Maintained current virus protection systems with updated protections against new threats.
- Implemented security measures to protect sensitive data and systems.
- Ensured compliance with relevant laws, regulations, and industry standards related to information security management.

### Posemeh Logistics | Lagos, Nigeria

○ July 2019 - April 2021

#### Information Officer

- Monitored system performance metrics to detect potential issues before they escalated into major problems.
- Assisted in development of organizational IT strategy by providing input on current needs, capacity gaps, or future growth projections.
- Created reports and presentations to communicate findings and recommendations to senior leadership.
- Trained staff on new information systems, software applications, and data management processes.

#### Bic Nigeria | Lagos, Nigeria

○ May 2017 - September 2017

##### IT Intern

- Assisted supervisor and project leaders, improving operations performance with technical solutions.
- Implemented technical updates in collaboration with engineering, maintenance and operations team members.
- Assisted in deploying software updates across multiple platforms.
- Conducted research on emerging technologies and industry trends.

#### CFAO Group | Lagos, Nigeria

○ April 2016 - May 2017

##### Information Systems Intern

- Performed regular maintenance tasks, such as updating software or replacing faulty components.
- Enhanced functionality by installing new systems and updating existing platforms.
- Carried out routine backups of critical organizational data to prevent loss due to malfunctions or security breaches.
- Maintained inventory records of all company-owned IT assets, including computers, servers, routers, switches, etc.

### Education

○ Master of Science (M.S.)

| Ahmadu Bello University , Zaria, Nigeria

June 2019

○ Bachelor of Science (B.S.)

| Babcock University , Ogun, Nigeria

### Language

English

Advanced (C1)