DOMINION PAUL CHIGOZIE

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Grace Pavilion Estate, Plot 30, Apo, Wumba District, Abuja, Nigeria

PROFESSIONAL SUMMARY

Motivated Information Technology student at the University of Abuja with practical experience supporting day-to-day IT tasks and general business operations in small businesses. Comfortable with data entry, basic computer troubleshooting, document preparation and digital file management. A dependable and adaptable team member with intermediate technology skills, a willingness to learn, and a strong focus on accuracy and completing tasks efficiently.

EDUCATION

University of Abuja — Information Technology Student

Undergraduate studies | Currently enrolled

WORK EXPERIENCE

IT Support & General Operations Assistant

Small Businesses | Abuja, Nigeria | Various engagements

- Assisted with routine computer and basic IT-related tasks to support daily business activities.
- Entered, updated and organised information in digital records and spreadsheets with attention to accuracy.
- Helped prepare, format, save and retrieve documents and other business files.
- Provided general operational support, completed assigned tasks and assisted colleagues when needed.
- Helped identify simple computer or software issues and referred more technical problems when necessary.

KEY SKILLS

IT & Digital Skills	Workplace & Administrative Skills
• Data entry and record keeping	• Communication and teamwork
• Microsoft Word and Excel (basic/intermediate)	• Time management and organisation
• Basic computer troubleshooting	• Attention to detail and accuracy
• File and document management	• Adaptability and willingness to learn
• Internet research and email use	• General office and operational support

PERSONAL STRENGTHS

Reliable • Fast learner • Responsible • Problem-solving mindset • Able to work independently and as part of a team

REFERENCES

Available upon request.