

NKANU IREM

GRADUATE TRAINEE

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SUMMARY

Nkanu Irem is an experienced and meticulous, highly motivated and enthusiastic graduate seeking a challenging position as a Graduate Trainee to utilize my skills and knowledge in a dynamic organization that offers opportunities for professional growth and development. Strong attention to detail combined with excellent time management skills. Ready to bring strong soft skills and a commitment to excellence to your team.

EXPERIENCE

Data Entry Specialist/Administrator

Sep '22 — Dec '23

Rese Advanced Technologies

Lagos, Nigeria

- Achievements/Tasks - • Achieved 100% accuracy in uploading stakeholder property and populated respective storefronts within tight time limits. • Successfully compiled, verify, and sort an average of 500 property data entries per day to prepare source data for upload. • Identified and corrected errors in storefronts, resulting in a 20% reduction in deficiencies and errors. • Proactively obtained further information on 30% of incomplete documents from the line manager, ensuring completeness and accuracy of data. • Consistently respond to queries from internal and external stakeholders, maintaining a response time of under 1 hour on average.

Database Administrator/Personal Assistant

Feb '23 — Dec '23

Crisppearl Limited

Lagos, Nigeria

- Achievements/Tasks - • Achieved a database uptime of 99.9% through proactive monitoring and timely maintenance, minimizing downtime and ensuring uninterrupted business operations. • Produced weekly/monthly reports with actionable insights, contributing to a 15% increase in operational efficiency and cost savings. • Implemented a centralized document management system, reducing document retrieval time by 30% and enhancing information accessibility. • Maintained a 95% satisfaction rate among stakeholders through timely response to inquiries, issue resolution, and proactive communication.
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EDUCATION

B.Sc in Applied Geophysics, University of Calabar

Jan '17 — Jul '21

Calabar, Nigeria

- I developed proficiency in analyzing geophysical data, including seismic, magnetic, and gravitational data, and explored mineral resources using electrical resistivity and induced polarization. My studies in groundwater hydrology, environmental geophysics, and petrophysics enhanced my understanding of aquifer properties, pollution assessment, and reservoir characterization. I mastered seismic interpretation, geostatistics for resource estimation, and utilized remote sensing and GIS for geological mapping. Field geology experience allowed me to collect and analyze samples, deepening my practical knowledge of geological processes.
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SKILLS

Computer Skills Microsoft Office, Excel, PowerPoint, Database Management, Internet Access, Online Data Entry, Data Processing, CIP, E-Mail, Microsoft Mail

Soft Skills Time Management, Teamwork, Verbal & Written Communication, Ability to multitask and prioritize tasks effectively, Detail-oriented with a high level of accuracy, Emotional intelligence, Work Independently, Organizational Skills, Minimal Supervision, Process Identification

Language Skills English Native or Bilingual Proficiency, Nigerian Pidgin Native or Bilingual Proficiency

Other Skills Reduction (Complexity), Document Retrieval, Strategic Management, Content Curation, Curation, Uptime, SEO Optimazation

PROJECTS

Google Business Profile Management, Spray Button Ventures [Link](#)

Sep '23 Present

Calabar, Nigeria

- *Developed and maintained the Google Business profile, increasing online visibility by 40%. Enhanced customer engagement by 25% through content management. Improved marketing strategies by 30% with data-driven insights. Boosted customer reach by 20% using SEO. Enhanced brand image and customer satisfaction by 15%.*
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AWARDS

[Accelerated Jobberman Soft Skills Training](#)

May '24

Mastercard Foundation/Jobberman

CERTIFICATIONS

Certificate of Completion - Azure Course

Great Learning Academy

Jun '23

Accelerated Jobberman Soft-Skills Training

Jobberman/Mastercard Foundation

May '24

PUBLICATIONS

THE INFLUENCE OF PEER GROUP ON THE ACADEMIC PERFORMANCE OF SECONDARY SCHOOL STUDENTS

Muyiwa Ogunsanya & Nkanu Irem

<https://www.academia.edu/108390391>

Nov '23

BIOMEDICAL ODYSSEY Then, Now and After

Nkanu Irem

<https://www.academia.edu/108761908>

Nov '23

VOLUNTEERING

Energy Data Collection & Entry, Rural Electrification Project/World Bank

University of Calabar, Nigeria

Feb '21

Volunteer Artist (Editing Suite - TV), Cross River Broadcasting Cooperation (CRBC)

Calabar - Cross River State

Nov '20