**MR. ISTUA**

Email: istua.319599@2freemail.com

**CAREER OBJECTIVE:**

To translate intellectual skills and social cultural values acquired in the learning institution to a more positively result oriented output in an organization through hard working, dedication to duty and analytical mind.

A well motivated solution oriented team player whose goal is to work with individuals that share passion for growth

**PERSONAL DATA**:

**Date of birth**: 28th May, 1977

**Sex:**  Male

**Marital status:** Single

**EDUCATIONAL QUALIFICATION: DATES**

* B.sc(Hon) Mathematics/Statistics/Computer Science **1996 to 2002**

**UNIVERSITY OF CALABAR, CROSS RIVERS STATE**.

* Office Administration & Data Processing(Diploma Equivalent) **18/12/2001**

**UNIVERSITY OF CALABAR, CROSS RIVERS STATE.**

* System Engineering (Diploma Equivalent) **18/12/2000**

**UNIVERSITY OF CALABAR, CROSS RIVER STATE.**

**TRAINING COURSES (SKILLS ACQUISITION):**

**Chevron Texaco SBU Mid Africa Operation Exploration**

* R&A Training(Refrigeration and Air-conditioning Engineering) **19/5/2003**
* Hvacr (Heating, Ventilating, Air conditioning and Refrigeration.  **2004**

**Employment after Youth Service following successful accomplishment in Company Courses:**

**WORKING EXPERIENCE/CAREER HISTORY:**

**POST HELD**: Logistics/Maintenance Assistant (**2004 to 2006**)

**Chevron Texaco SBU Mid Africa Operation Exploration Company**

**JOB DESCRIPTION:**

1. Fleet inspection at onshore and offshore location

2. Procurement of valuables and vetting of its use.

3. Processing of contractors quotations.

4. Supervision of contracted jobs.

5. Overseeing of office General Equipments maintenance:

* + - * 1. Monitor and evaluate voice network infrastructure
				2. Provide and improve performance interface on the server/control rooms and termination points.
				3. General: supervision/troubleshooting/ installation/supporting/maintenance of air conditioning work, routers, switches, CCTV, digital and analog IP phones & computer hardware/software.
				4. Responding to correspondence and proper documentation with active directory of requisitions from IT support and administration team.
1. Arranging venue for cooperate meetings & accomplishment, booking appointments.

7. Drafting of company proposal & profile

**POST HELD**: Investment Administrative Analyst (**2006 to 2016**)

**Unicaf Property Development Limited**

**JOB DESCRIPTION**:

1. Conducting due diligence on companies and industries by researching, reading financial statements and market data;
2. Analyzing financial information/instruments needed for transactions
3. Record financial activities engaged with local/prime banks

as regards the business.

1. Carry out back office operations with relevant bodies.
2. Determine/initiate procedure for excellent understanding

among partners in a deal

1. Over seeing profit and loss, balance sheet and cash flow statements

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