

# Patrick Udoh

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## EXECUTIVE SUMMARY

Experienced IT and administrative professional with a strong background in inventory management, data analysis, and office administration. Skilled in streamlining operations, managing resources, and implementing efficient systems to enhance productivity. Proficient in Microsoft Office, data management, and process optimization. With a bachelor's degree in computer science and certifications in Time Management and Data Protection, I bring a unique blend of technical and administrative expertise to drive organizational success.

## PROFESSIONAL EXPERIENCE

### Euro Foods Group

Manchester, England, United Kingdom

April 2024 - Present (1 year)

- **Stock Controller**
  - **Inventory Management:** Monitored stock levels, conducted regular counts, and reconciled discrepancies to ensure accuracy.
  - **Stock Replenishment:** Forecasted demand, reordered products, and coordinated with suppliers to maintain optimal stock levels.
  - **Quality Control:** Ensured product safety, managed stock rotation (FIFO), and removed expired or damaged items.
  - **Warehouse Operations:** Organized stock, optimized storage, and oversaw order fulfilment to ensure timely delivery.
  - **Reporting:** Generated detailed stock reports, analysed performance, and identified slow-moving or obsolete items.
  - **Compliance:** Adhered to health and safety regulations, maintained accurate documentation, and supported audit processes.
  - **Coordination:** Collaborated with purchasing, sales, and logistics teams to align stock levels with business needs.
  - **Problem-Solving:** Resolved stock-related issues and implemented process improvements to enhance efficiency.
  - **Customer Service:** Addressed customer inquiries regarding stock availability and delivery timelines.
  - **Cost Control:** Minimized holding costs, reduced waste, and identified cost-saving opportunities.
  - **Team Leadership:** Supervised and trained warehouse staff to ensure adherence to stock control procedures.

### Your Table Ads

Remote

- **Web Developer/Customer Relationship Management Manager** February 2024 - January 2025 (1 year)
  - Built and maintained a CRM system for the advertising company.
  - Managed AWS servers to resolve crashes and ensure system stability.
  - Synced Azure AD to WordPress for automated user registration.

### Marketing Matters Services

Remote

- **Web Developer/Lead Generation Specialist** August 2023 - January 2025 (1 year 6 months)
  - Worked on the company website to improve functionality and user experience.
  - Generated leads for business advertisement sales and IT services.

### E.O Essentials Supermarket

Abuja, Nigeria

- **General Manager for IT, Sales and Administration** January 2022 - Present (1 year 5 months)
  - Created and Managed the E Commerce website to enabled online sales: this boosted overall sales by 20%
  - Supervised sales staff: Interviewed and recommended potential staff and supervised current staff
  - Managed inventory: provided weekly update on inventory stock twice a week using excel sheets
  - Hardware Maintenance: Ensured optimum hardware performance and procured replacement items
  - Point Of Sales Software: procured a better POS to boost better inventory and sales management

### Revival House Of Glory International Church (RHOGIC)

Abuja, Nigeria

- **Graphics Designer, Information Technology** October 2019 - November 2021(2 years 2 months)
  - Updated and maintained up to 5 WordPress Websites
  - Designed fliers for the church to increase online viewership
  - Assisted in production at HROP: Design and created magazines and book covers for Horn Of Revival Publishing
  - Assisted in Media setup and streaming activities
  - Hardware Maintenance: Ensured optimum hardware performance and procured replacement items
  - Assisted in Social media Content management and Marketing to increase engagement

### Horn Of Revival Ministry Bible Academy

Abuja, Nigeria

- **Academic Administrator/IT Manager, Administration** October 2019 - November 2021(2 years 2 months)

- Attendance Management: Created an Attendance management system with Microsoft Excel to manage student login and time attendance record
- Student Data Management: Working under the Provost, I manage student data
- Project Management: Managed the Graduate Ceremony process
- Social Media Management: Manage social media (Facebook & twitter) to increase exposure and conversion
- Graphic Design: Design Brand materials and social media design to increase conversion

#### HiIT Plc

**Lagos, Nigeria**

- *Tutor (Graphics, Web Des. & Dev., MS Office), Tutoring* *May 2016 - October 2017(1 years 6 months)*
  - Taught courses on Web Design & Development, Graphic Design, Diploma in IT (internet, Ms Office)
  - Design Brand Materials for company exposure and conversion
  - Supervised Interns and Students at our Student programs

#### Simeon Adebo Library

**Abeokuta, Nigeria**

- *IT Assistant, IT Department* *December 2014 - October 2015 (11 months)*
  - Hardware Maintenance: Ensured optimum hardware performance and procured replacement items.
  - Managed Social media account (Twitter and Facebook) to increase exposure to the library
  - Assisted in supervising monthly tour visits from school children

### EDUCATION

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#### The University of Salford

**Manchester, England, United Kingdom**

- Master of Science - MS, Data Science 2023 - 2024

#### Salem University

**Lokoja, Nigeria**

- Bachelor of Science, Computer Science 2010 - 2014

### SKILLS

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- **Administrative Skills:** Office Management, Data Entry, Record Keeping, Process Optimization
- **Programming:** Web Design, Web Development (HTML, CSS, JavaScript, Electron JS), Python, WordPress
- **Office:** MS Office (Word, Excel, PowerPoint), MS Teams, Adobe Photoshop, Adobe Illustrator, Adobe In-design, Data Analysis.
- **Soft skills:** Strong communication abilities, adaptable to changing environments, and a quick learner