LEKE, ABDULRASHEED IDRIS

0812 086 3362, 08165910069.

 idrisleke0@gmail.com

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| I am a goal-oriented, self-motivated, detail oriented, pragmatic and tech-savvy project manager with 1 year working experience with Chinese-Nigerian based construction company, Kepxin Nigeria Ltd, where I worked a batching plant operator and manager. Highly skilled in community organizing and civil advocacy, data processing, presentations, report writting and presenting.A proactive and passionate leader with skills in processing information, prioritizing tasks, and approaching issues with analytical and problem-solving mindset.  |
| **Key Skills & Competence** |
| * **Electronic Data Processing**– Microsoft Office suits, Information processing, report writing, social media management, Electronic Mailing, Brainstorming and Presentation.
* **Project Management** - Project plans, Feasibility Study, overseeing projects, designate project resources, prepare budget, monitor progress and stakeholder management.
* **Stakeholder Management** – Internal and External, members of a project team, executives, project sponsors, customers and users.
* **Business Communication and Diplomacy** – Effective communication especially during negotiation and when attempting to be persuasive or assertive.
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| * **Human Resource Management** – Organizational charts, Responsibility Assignments Matrix, Networking, Programmatic Job Advertising Tools and employee journey mapping.
* **Public Speaking and Presentation** – Informative, Persuasive, Demonstrative and Business Communication techmiques.
* **Admin Officer** – Office Management and administration, Daily update, file documentation, office logistics and project monitoring.
* **Leading and Supervising People at Work** – Strategic thinking, Planning and delivery, people management, change management, Communication of project or organizational vision and mission, persuasion and influence.
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**RELEVANT EXPERIENCE**

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| **Dec. 2020 – 2021** | **Federal Competition and Consumer Protection Commission** |
| **Surveillance and Enforcement Department** |
| I did my one year compulsory youth service in Federal Competition and Consumer Protection Commission where I served as a registration desk officer, attending to complainants through mails and calls.**Key responsibilities:*** As a registration desk officer I performed the duties of entering new cases on the Commission’s automation platform for quick and easy reference.
* Performed Surveillance and Enforcement roles.
* Engaged and worked closely with senior officers to resolve cases.
* Attended reconciliation meetings.
* Owned the timely clarification of consumer issues and cases.
* Carried out proper documentation and reproduction of case files.
* Undertook processing of data.
* Preparation of venue for reconciliation of issues and cases between respondents and complainants.
* Taking of minutes during meetings and processing of the same into briefings.
* Supported the officers in scheduling and facilitating redress.

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| **July 2012 – Feb 2013** | **Kepxin Nigeria Ltd Obajana Cement factory** |
| **Batching Plant Operator** |
| I worked with Chinese-Nigerian based construction company, Kepxin Nigeria Ltd Obajana Cement factory, Obajana, Kogi State, as a computerized batching plant operator where I carried out the roles of production, documentation, general coordination of production and delivery of concrete to construction sites during the construction of line 4 Obajana cement factory.**Key achievements** – supported the construction and delivery of line four cement factory. |
| **Jan 2019 – Dec 2019** | PIBCID |
| **Community Organizing and Civil Advocacy** |
| Engaged as a volunteer for the advocacy of peaceful and violence free election during the 2019 off-cycle gubernatorial and Senatorial elections in Kogi State with Participatory Initiative for Behavioural Change in Development (PIBCID)on the Vote Not Fight campaign project in 2019. As the coordinator for Yagba East local Government Area of Kogi State, I organized campaigns and town hall meetings against electoral violence and active youth participation in electoral activities in the LGA. I also initiated strategic meetings with royal fathers, religious leaders, top political actors, party excos, professional bodies, students unions and youth organizations to ensure peaceful elections in the local government as part of my contributions to civil advocacy.**Key responsibilities:**• Involved in the electioneering through campaigns for peaceful election and I also served as an observer in the elections.* Engaged with senior stakeholders to sign peace pacts.
* Produced the required update at each stage of the project
* Carried out assessment on youth participation in electoral processes.
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| **October 2019 – Jan 2020** | **Search for Common Ground** |
| **Early Warning and Incidence Reporting on Electoral Violence** |
| I served as an Early Warning Observer with Search for Common Ground, an International Non-Governmental Organization where I reported on early warning signs and incidents of electoral violence covering Yagba East LGA.I reported all my findings to Search’s Early Warning Coordinator in Kogi State and also the Partnership Initiative for Niger-Delta database. Key roles that I played include submission of monthly timesheet and reports. |

**EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING**

**Education**

* Centre for Youth Development Education, C.Y.D.E (2012) Diploma in Electronic Data Processing
* Bsc Geography (2019)

**Professional Qualifications**

* Project Management Professional (PMP)

Course Provider: Dexter & Heros Consulting Ltd, Abuja.

* Human Resource Management (HRM) Course Provider: Dexter & Heros Consulting Ltd, Abuja.
* Public Speaking and Presentation (PSP)Course Provider: Dexter & Heros Consulting Ltd, Abuja.
* Leading and Supervising People at Work (LSP) Course Provider: Dexter & Heros Consulting Ltd, Abuja.
* Certified Admin Officer. Course Provider: Dexter & Heros Consulting Ltd, Abuja.