**Ibrahim Taiwo Hassan**

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**Career Statement:**  I am an ambitious creative, innovative team leader that believes in hard work in fast tracking organizational goal.

**Date of Birth Marital Status State of Origin Nationality**

September 14, 1981 Married Kogi Nigerian

**Work Experience:**

* Head, Central Store Unit Kogi State College of Education (Technical) 2012-Present

**Duties:**

* Supervising stock issuing process
* Updating stock record on MS Excel on a daily basis
* Preparation of store ledger
* Inventory control
* Preparation of Local Purchase Order (LPO)
* Preparation of Job Order
* Supervise stock receiving processes
* Preparation of College request and purchases
* Preparation of Direct Purchase Order
* Preparation of stock monthly report
* TETFUND and Donors projects and profiling.
* Transaction Officer Access Bank Plc. 2008-2011

**Duties:**

* Cash Transaction
* Customer Care Relationship Officer (Customers request & issues, Acct. opening)
* Fund Transfer (Western Union, Inter-bank & Intra-bank Transfer)
* E-banking transactions ( Internet banking, e-payment, ATM)
* Admin Officer ( branch request, diesel, entertainment, store management, asset management)

**Key Achievements:**

* Prudence in the organization spending
* Administrative Job scheduling
* Proper record keeping through innovative system recording
* Introduction of self-auditing techniques
* Internal and external audit relationship management.

**Education:**

National Teachers’ Institute 2013-2014

PGD in Education PGDE

Kaduna Polytechnic 2003-2005

HND in Marketing U/Credit

Kaduna Polytechnic 1999-2002

OND in Business Management Studies U/Credit

Wesley High School 1992-1998

SSCE SSCE

**References:**

**Hon. Hassan Salau** Segun Olugbemi **Mr. Charles Omogo**

Shalfrab Pharmacy KSCOE (T), Access Bank Plc,

Isanlu, Kabba, F.C.T

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