

Ashiru Garba Sani

Anguwan Baro, Behind Gov't College Toro, Toro LGA Bauchi State

Objective: To work conscientiously with a serious, challenging and reputable organization contributing the best of my ability and quota so as to enhance organizational objective and achieve managerial goals and also to attain a higher level of professional and personal development.

Personal Data:

Date of Birth: 13th March, 1991
Sex: Male
Marital status: Single
Nationality: Nigerian
State of origin: Bauchi State
Local Govt. Area: Toro
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Education:

2020-2021 Bauchi State University Gadau
Master of Business Administration (MBA)

2019-2020 Bauchi State University Gadau
Post Graduate Diploma in Management (PGDM)

2015-2017 Abubakar Tatari Ali Polytechnic Bauchi, Bauchi State.
Higher National Diploma in Business Administration and Management

2008-2010 Abubakar Tatari Ali Polytechnic Bauchi, Bauchi State.
National Diploma in Business Administration and Management

2005-2008 Government Comprehensive Day Secondary School Bauchi, Bauchi State.
Senior Secondary School Certificate Examination (NECO).

2000-2003 Taoheed Secondary School Jos, Plateau State.
Junior School Certificate Examination (JSCE).

1995-2000 Taoheed Private School Jos, Plateau State.
First School Leaving Certificate (FSLC)

Work Experience:

2011-2020 Logic Brainware Ltd Bauchi, Bauchi State. (**INTERNET CAFÉ MANAGER**)

RESPONSIBILITIES

- Monitor and manage staffs by regularly conducting performance assessments, providing feedback, and setting challenging goals to improve operational performance
- Schedule regular meetings to discuss about business development opportunities and any issues.
- Obtain customer feedback and make appropriate business developments or changes to meet customer needs.
- Assign rules and responsibilities to employees for operational effectiveness.
- Develop action plans for the team to meet operational and organizational objectives.
- Assist customers when they have trouble or questions using computer software's.
- Provide services such as encoding, printing, downloading and all other operations.
- Keep accurate records of logs and inventories of the shop.
- Time customers of the number of minutes or hours they will use the computer or internet.
- Provide excellent customer care.
- file papers and documents.
- Perform accounting duties; Cashbook, journals, Reconciling bank statements with the general ledger.
- Undertake other duties such as banking, credit control or payroll functions.
- Maintains accounting databases by entering data into the computer; processing backups.
- Attend to visitors and assist other staff in the organization with their enquiries.

2009

Power Holding Company of Nigeria (PHCN) Ray-Field undertaking Unit,
Jos, Plateau State.

Industrial Training. (IT)

Key Skills:

- Ability to work with minimum supervisions.
- Good communication skills.
- Self-motivated and target oriented.
- Ability to work under pressure with integrity and honesty.
- Problem solving Skills
- multitasking Skills
- listening Skills
- Performing data entry Skills
- interpersonal Skills
- Leadership skills

Computer Skills:

Proficient in Microsoft office Word (MS Word), Microsoft PowerPoint, Microsoft office Excel, Internet Operations.

LANGUAGES PROFICIENCY

	Reading	Speaking	Writing
1. English	Excellent	Excellent	Excellent
2. Hausa	Excellent	Excellent	Excellent

Referees:

- **Engr. Muhammad Sani Toro**
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- **Shehu Muhammad Sidi**
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