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SUMMARY

I am a highly motivated and enthusiastic individual with a proven track record, and experience in supervision of diverse groups of people: Proficient in adaptability to different cultural and business environments. In addition I am an effective communicator and possess strong commitment to team environment dynamics, with the ability to contribute expertise and to follow leadership directives at appropriate times.

I work well with individuals on all levels, of which over the years I have developed core Okcompetencies in management, and interpersonal skill, top among the skills are problem solving skill and management skills.

SKILLS AND COMPETENCE

- Communications clarity, efficiency,
Problem-solving and teamwork skills.
- Research, writing proficiency and
critical and analytical thinking.
- Basics in Microsoft office space.

EDUCATION

- 2018- Federal Polytechnic Auchi,
Edo State
- 2010- Diligence Secondary School,
Edo State
- 2004- Diligence Group of Primary School
Edo State

QUALIFICATIONS

- 2017- 2018- Higher National Diploma in
Marketing
- 2012 - 2014- National Diploma in
Marketing
- 2005- 2010 - National Business and
Technical Examination Board

CERTIFICATION OBTAINED

- 2020 - National Youth Service Corps
Discharged certificate.

- 2020 – Fundamental of Digital Marketing (Goggle)
- 2008 - Computer Training Program (Basics)
- Next Economy Training with Kimberley Ryan

WORK EXPERIENCE

- June 2021
Merchandiser at canon printers & cameras
 -Engaging customer in interactive sessions
 -Order and receive stocks
 -Generating Records sales for both wholesales and retail
 -Report and review all customers complains
 -Making sales
- March 2020-November 2020 **Procurement Officer**
 Ernate Limited.
Responsibilities:
 - Purchases and supplies products/materials based on request from clients and business requirements.
 - Recommends new processes or systems for improvement and implement new ideas and strategies.
 - Manages product inventories, as well as analyzing and managing supply in store. Tracks, receives and record orders as well as document arrivals.
 - Conducts thorough market research in identifying and analyzing the market and its delivery systems. Sources and interviews vendors; negotiate contracts and costs.
 - Organizes and schedules procurement requests in a timely manner.
 - Prepares requisitions and purchase orders
- August 2019- September 2019 Abuja
Salesmanship for Canon G2411 and G3411
 - Engaging customer in interactive session
 - making sales
- October 2019-November 2019
Salesperson at Montage Africa properties
 -Negotiate all contracts with prospective Clients
 -Keeping track and records of prospective clients

- Follow up sales
- Tell them more about the properties and services
- Closing deals
- Follow up with reviews and complains

- March 2019 – March 2020
 - **Model College, Nkanu West, Agbani, Enugu state**
Teacher (NYSC)
 - Engage students in creative thinking, integrated and interdisciplinary learning experience
 - Engage students in active, creative problem-based learning and writing of Lesson notes

- September 2017 - December 2018
 - Farnet Oil and Gas, Auchi, Edo State**
Office Secretary
 - Liaise with relevant organizations client
 - Managing client database and close out sales

- November 2018 - March 2019
 - 212 Bakery, Gariki II, FCT ABUJA**
Sales Representative
 - Negotiate all contracts with prospective Client
 - Meeting and exceeding all sales goals
 - Taking orders from clients

- June 2013 - April 2014
 - Omegatron and Electronics, Benin city, Edo state**
Sales representative
 - Handled sales presentations to a range of prospective clients
 - Maintaining clients records

- October 2014 – March 2015
 - Emmy kitchen, Kitchen Gariki II, FCT ABUJA**
CASHIER
 - Taking of orders as a hostess
 - Balancing the cash register
 - Generating reports for credit and debit
 - Providing hospitality for the clients

RESEARCH WORK

- The effect of brand positioning, case study of unilever, during undergraduate program

LANGUAGES

- Proficient in English and Etsako

OTHER INTERESTS

- Reading
- Travelling
- Meeting people

REFEREES

- **DRC. Clementina Aliu**
Available on Request
- **CPL. Auwal Abass**
Available on Request