**SHEHU USMAN IBRAHIM**

**PHONE NO. 07030224589, 08021010999**

**CONTACT ADRESS: No. 412, Naibawa Quarters, Kano State.**

**OBJECTIVE**

A graduate of Public Administration with a sound knowledge of Administration, Management. Marketing, Sales and procurement of good and services. A good interpersonal Skills with track record of establishing positive relationship with clients and other stakeholders.

Able and willing to bring my experience into your organization in order to achieve stated goals and objectives.

**BIODATA:**

Date of Birth: August, 3rd 1988

Gender: Male

State of Origin: Kano State

Local Government Area: Kumbotso

Nationality: Nigerian

Residential Address: No. 412, Naibawa Quarters, Kano State.

Marital Status: Married

1. Mail: shehu456@yahoo.com

**EDUCATIONAL BACKGROUND**

* 2006 - 2010 Nasarawa State University, Keffi.
* 2010 - 2011 Midas Institute of Information Technology.
* 2003 - 2005 Bayero University, Kano.
* 1998 - 2003 Government Secondary School, Naibawa, Kano.
* 1993 - 1998 Wailari Special Primary School, Kano.

**CERTIFICATES OBTAINED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

* NYSC. Discharge Certificate 2011
* B.sc. Public Administration 2010
* Diploma in Data Processing and Information Technology 2011
* Diploma in Public Administration (DPA) 2005
* Senior School Certificate (SSCE) 2002
* First School Leaving Certificate 1997

**MEMBERSHIP**

* Associates Member, Nigerian Institute of Management, (NIM) - (2010 - 2011)

**WORKING EXPERIENCE**

**ORGANIZATION:** Unity Bank, Maje Road, Hadejia Branch (2019 - 2022)

 **POSITION;** BankTeller,

 **JOB DESCRIPTION :**

Crediting or debiting ATM when loading or evacuating cash from the branch ATM.

Collecting cash deposit, payment of cheques and withdrawal slips issued by the bank customers.

Bulk room Operations

Using banks application to enter debit and credit transactions.

Balancing daily transaction before close of business

Sorting of Cash and arrangement of cash in the vault room

Collecting cheques issued by customers for clearing

And other banking operations as required by Bank Service Manager (BSM)

**ORGANIZATION:** .Greatbrands Nigeria Limited (GBNL) Inter distribution Company **POSITION;** Territory Sales Manager,Kano Depot (2017-2019)

Territory Sales Manager,Hadejia Depot, (2015-2017)

**JOB DESCRIPTION :**

Routine Supervision & monitoring of staff and Sales Reps activities,

Driven sale rep to achieve set target using incentive mechanics sales commission.

Enforcement of marketing technology to access sales reps, sales performance using Mobile Trader apps and other sales analyzing tools,

Expansion of market visibility, availability and awareness of our goods and services in all locations and Rural Market Expansion

Communication of sales target to Key distributors and RME customers to meet up there monthly target.

Daily, weekly sales review with the sales reps to be on track to achieve set goal,

Daily Stock Reconciliation and strict compliance with the company policy,

Updating Sales and Payment for proper record keeping,

Setting parameters and Tracking sales rep to achieve monthly target,

Monitoring stock level ensure regular stock supply and avoiding out of stock

 Retiring monthly Operational Budget/Expenses,

Recruiting sales reps to close existing gaps, and continuing training to achieve desired result.

Monitoring Sales rep using Mobile Trader device to ensure full outlet coverage,

Market visit to report competition activities,

Presentation & analysis of monthly sales performance to the management.

**ORGANIZATION:** Maitama Sule Academy (2012 - 2014)

**POSITION;** Class Teacher

Teaching Civic Education and Social Studies.

Exam Coordinator

Examination Officer

Vice Principal.

**LANGUAGE SPOKEN**

English and Hausa

**HOBBIES**

Reading,

Researching

Writing

Travelling

**REFEREE**

1. **Ibrahim Yusuf Muhammad**

Senior Banking Manager,

 Unity Bank, New Road Branch,

 Dutse, Jigawa State.

 Tel: 08065461765

1. **Dr. Yakubu Abdullahi**

 Head of Department

 Public Administration Department

 Nasarawa State University, Keffi.

 Tel: 08054121571

1. **Muhammad Najib Suleiman**

Regional Sales Manager,

 Greatbrands Nigeria Limited (Inter distribution)

 No. 18E Bello Road, Kano State.

 Tel: 08138144300