


# Ahmad Lawal

kaduna

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## Summary

A resourceful, proactive and persuasive, hardworking, and committed young-skilled man with work experience in National NGO and Fashion design. Deliver towards reaching and accomplishing goals and targets.

## Experience



### Intern Office Assistant

SOSAI Renewable Energies Company

Feb 2022 - Present (2 months +)

Responsibilities typically include attending trade shows, which offer excellent opportunities to network or collect a sample to create your own designs.

- Provides substantial administrative support
- Undertakes research projects, updates reports, conducts research, writes and edits documents
- Uses Constant Contact (or other mail distribution system) efficiently and effectively, avoiding errors in the distribution of reports/Commentaries to Senior Adviser's database, entering new contacts and managing the database
- Assists in event planning and administration of public events and other meetings including check-in, maintaining lists, and day-of event support
- Assisting with ongoing projects
- Help pull product and set up for all styling sessions, photo shoots and special events
- Assist with documenting looks, dressing models and creating a looks board during all styling sessions
- Pack/unpack trunks with samples for photo shoots outside of the office



### Administrative Assistant

Treaty 360 Fashion House

May 2018 - Dec 2020 (2 years 8 months)

A fashion assistant helps the head designer showcase clothing, products, accessories, and other merchandise directly to consumers or retailers.

- You prepare the setting for a show, launch, or photoshoot and make sure the necessary paperwork and model releases are complete.
- Your work often involves administrative and other clerical duties unrelated to fashion but essential for the business.
- You can find fashion assistant positions with a single brand or with independent designers who work with several manufacturers.
- Responsibilities typically include attending trade shows, which offer excellent opportunities to network or collect a sample to create your own designs.



### Project Coordinator

Center For Sustainable, Development and Communication Initiatives. CSDCI, kano.  
Nigeria

Aug 2018 - Jun 2019 (11 months)

- \* Kick started with the organisation extension project in Fagge LGA
- \* Coordinated Early Childhood Development (ECD) program.
- \* Recruited NYSC crop member and volunteers.
- \* Preparing payment for staff salaries every month.
- \* Reporting on weekly, monthly report to the Director.



## **Operations Supervisor**

Layoff's Farm, Bauchi

Aug 2009 - Sep 2011 (2 years 2 months)

Provided maintenance and oversight for the activities of the machinery, trucks, tractors, standby generator and cold room.

- \* Collection of M&E data regarding what to do, where and how.
- \* Keeping accounts of details of what pass through my department.
- \* Supervising daily activities of causal workers.
- \* Maintained documentation and M&E systems of the farm's to the Director of the farm.

## **Education**



### **Ahmadu Bello University**

B.Sc Microbiology, Microbiology, General

2012 - 2017

## **Licenses & Certifications**



**Jobberman certificate (Soft skills)** - Jobberman Nigeria



**World Connect, Inc** - Jamar Health Foundation

## **Skills**

Social Media • Microsoft Office • Microsoft Excel • Microsoft Word • Microsoft PowerPoint • HTML • Data Entry • Entrepreneurship • Social Entrepreneurship