

IDOWU OKIKIADE RASHIDAT

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PROFILE

Friendly and enthusiastic Procurement officer, with years of specialization in procurement and sourcing. Develops positive relationship with internal and external customers to ensure business growth and continuity. I am an individual that strives for excellence and precision at all times with ability to develop analytical skills within a challenging and competitive environment in an attempt to proffer solution to problems.

WORK HISTORY

Nigerian Investment Promotion Commission (NIPC), Abuja, Nigeria **2021 – 2022**

Post Held: NYSC (Administrative Assistance) Department of Investor Relations

Job Responsibilities:

- Assisted investment officers in giving self-services to investors
- Guided investors through the process of pioneer status incentive application (PSI)
- Processing of data and information, report writing and appraisals
- Maintained documentation of investors contacts and pioneer status processes.
- Submitted and informed the incentive administrative team of investors pioneers status process.

Pro-Solar Energy, Abuja, **2020 - 2021**

Post Held: Customer Service Representative

Job Responsibilities:

- Identified appropriate prospects, made effective qualifying sales calls and managed sales cycle.
- Expedited the resolution of customer's problems and complaints to maximize satisfaction.
- Maintained documentation of customers' contacts.
- Resolved customers complaints and queries.
- Established, developed and maintained positive business and customer relationship.

Godfam Ventures, Ibadan (Internship) **2016-2017**

Post Held: Procurement Officer

Job Responsibilities:

- Review requisition orders in order to verify accuracy, terminology and specifications.
- Prepare, maintain and review purchasing files, reports and price lists.
- Attending to IT and Security related requests, preparation of approval memos and engaging the appropriate vendors.
- Develop and implement Service level agreement with all vendors and contractors to ensure that the quality of goods and services provided meets the required standard.

EDUCATION

- **The Polytechnic, Ibadan** **2019**
HND - Purchasing and Supply
- **The Polytechnic, Ibadan** **2016**
OND - Purchasing and Supply
- **Ansar Ud Deen High School, Eleyele** **2013**
National Examination Council (Secondary Certificate Examination)

CERTIFICATION/TRAINING

Udemy Inbound Marketing

2020

SKILLS

TECHNICAL SKILLS AND COMPETENCIES

- Microsoft Office Suite (Word, Excel, Power Point)
- Inbound Marketing
- Excellent Organizational Skills

OTHER SKILLS

- Strong interpersonal and communication skills
- Ability to work both individually and as a team player
- Fast-learning ability
- Good strategic and prospecting and negotiating skills
- Good problem-solving skills
- Self-motivated and goal-oriented
- Highly motivated by challenging situations
- Ability to work in fast-paced environment and prioritize workload effectively

REFEREES

Mr. Ademola Aluko

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Mr. Joel Attah

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