**ISAH KABIRU**

**Phone Number: 0**8109013359, 09079826714

**E-mail:** kabiruisah15@yahoo.com

**CONTACT ADDRESS**

C11 8 Phase 2,

Maxwell Khobe Cantonment,

Rukuba Barracks Jos,

Plateau State.

**PERSONAL PROFILE**

**Date of Birth:** 29/11/1993

**State of Origin:** Borno State

**Local Government:** Gwoza

**Gender:** Male

**Nationality:** Nigerian

**CAREER OBJECTIVE**

To work with talented people in a dynamic, motivating and challenging environment where professionalism, hard-work and adequate analytical ability is channeled towards achieving a sustainable and excellent business performance.

**EDUCATIONAL BACKGROUND**

**2015-2018**: Federal Polytechnic Bauchi

**Qualification**: HND (Business Administration and Management)

**2012-2014**: Federal Polytechnic Bauchi

**Qualification:** ND (Business Administration and Management)

**2004-2010:** Command Day Secondary School Jos

**Qualification:** Senior School Certificate Examination (SSCE)

**1998-2004**: Army Children School No. 3

**Qualification:** First School Leaving Certificate

**ACADEMIC PUBLICATION**

**2018 School Project**: Public Relations as a Tool for Corporate Image development.

**2014 School Project**: Role of Interview in Successful Selection Process

**WORKING EXPERIENCE**

**January, 2019 May, 2020: Opay (Paycom)**

**Post Held**: Logistic Assistant

* Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
* Signing delivery notes upon receipts of shipments
* Heeding notes about appropriate procedures for handling stock, particularly when fragile.
* Unpacking items and arranging these on shelves, if needed.
* Preparing our clients' orders by gathering and loading stock.
* Ensuring that the facility remains clean, sanitary, and well-organized.
* Reporting all breakages and spills.
* Offering assistance to other staff in the department during lulls.

**October, 2018 to October, 2019: NYSC: Yobe Islamic Center Primary School Damaturu, Yobe State.**

**Post Held:** Subject Teacher

**Job Description:**

* Teaching and recording student’s data
* Preparing students examination questions and examination report cards.
* Organizing quiz and debates for students.
* Participating actively as a member during student’s disciplinary committee meetings.
* Assessing students’ performance and evaluating them.

**January, 2016 to September, 2017: Partners for Development (PFD)**

**Post Held:** Volunteer

**Job Description:**

* Support SPMs in providing on the spot training in areas where WASHCOM are deficient of their roles and responsibilities for better performance and Supervise WASHCOM training and reports on WASHCOM formation.
* Support the SPMs in networking with other stakeholders such as Government institution at various levels, local and international development workers and other development partners.
* Supporting in the analysis of data collected from the field on regular basis and documents lessons learned from project implementation.
* Support in organizing feedback meeting with RUWASSA and State UNICEF to brief them on outcome of the supportive monitoring exercise after analyzing at the end of every month.
* Support Organizational Capacity Assessment (OCA) of WASHCOM Federation in 5 LGAs

**November, 2014 to November, 2015: Souvenir Seeds Nig. Ltd.**

**Post Held**: Warehouse Assistant

**Job Description:**

* Ensures that procurement status reports are up to date at all times and are shared accordingly.
* Implements and maintains inventory management policies and procedures.
* Keeping records of the materials received from suppliers.
* Recording the goods that are leaving the company.
* Assisting the operations manager with other operations.

**July, 2008 to August 2010: C.D Home Nigeria Ltd.**

**Post Held:** Cashier

**Job Description:**

* Received payment by cash or check
* Issue receipts, refunds, credit or change due to customers
* Keeping periodic balance sheet of amount and number of transactions
* Monitoring check out stations to ensure that they have adequate cash available.

**CORE VALUES**

* Organizing
* Problem solving
* Excellent analytical and communication skill
* Creative and innovative ability
* Fast and careful learner
* Ability to beat deadline
* Ability to work in a team
* High strength of character and integrity

**COMPUTER COMPETENCY**

* Microsoft Word
* Microsoft Excel
* Microsoft Powerpoint
* Microsoft Access
* Internet Surfing
* Statistical Package for Social Science (SPSS)

**HOBBIES:** Reading, Playing Chess and Scrabble

**SPOKEN LANGUAGES**: English and Hausa

Referees: To be Submitted on request