

# STEPHEN E. ABIODUN 07063074796, [abbeyemmstev@gmail.com](mailto:abbeyemmstev@gmail.com)



**CAREER OBJECTIVE** - To be part of an organization where my positive, relevant efforts and contributions would complement the activities of the establishment's total workforce towards achieving and surpassing set goals with honesty and integrity.

**PERSONAL DATA** -

DATE OF BIRTH:	23rd December, 1992
PLACE OF BIRTH:	Jos, Plateau State.
SEX:	Male
MARITAL STATUS:	Single
NATIONALITY:	Nigerian
STATE OF ORIGIN:	Kogi
L.G.A:	Ogori/Magongo
RELIGION:	Christianity
CONTACT ADDRESS:	City complex Gwallameji, Opp. Federal Polytechnic Bauchi, Bauchi State.
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**WORK EXPERIENCE** - **SHIFT Nigeria**  
**Position – Communications Volunteer**  
**(November 2019 – Date)**  
**Responsibilities:**

- Driving and amplifying both digital and offline messages for the organization
- Communicating peoples view on issues of national interest
- Respond to media inquiries, arrange interviews and act as a spokesperson for the organization

- Collect, edit and share engaging news contents daily
- Communicate with the people in communities and monitor their reviews
- Suggest ways to develop and implement effective communications strategy based on target audience.

## **TABUK Oil and Gas LTD**

**Position held- Fleet Manager (October 2017 – October 2019)**

### **Responsibilities:**

- Sending out mails, receiving mail and packages.
- Preparing weekly/monthly reports and presentations
- Monitoring truck movements and location
- Supervising drivers activities
- Monitoring and ensuring product delivery
- Providing alternate solution when vehicle is faulty
- Managing vehicle documents and files
- Performing general office task

## **Social Investment – School Feeding Programme**

**Position held - Project support staff (April 2016 – September 2017)**

### **Responsibilities/Achievements:**

- Data collection and Entry
- Assisted the project manager and team manager in the production and maintenance of project plans.
- Support the maintenance of project library, filling, recording, and reporting systems.
- Developed and maintain good relationship with school vendors.
- Support the production of all reports and produces project summary reports.
- Updating and maintaining information gathered

from the field.

- Maintain risk and issue logs and change control record.
- Assist and support effective communication mechanism between the project teams and vendors.

**EDUCATION** - Nigeria Institute of Management (NIM) Chattered – 2016

Federal Polytechnic Bauchi, Bauchi State.

***Higher National Diploma (HND) Mass Communication - 2014***

Federal Polytechnic Bauchi, Bauchi State.

***National Diploma (ND) Mass Communication – 2011***

**APPLIED SKILLS** -

Fast adaptation to any environment.

Computer Skills.

Self-motivated, hardworking, team player, interested in achieving overall organizational goals.

Able to handle constant change and interruption.

Communication and presentation skills, ability to relate with people at all level.

Fast learner and adaptability to new technologies.

**SPOKEN LANGUAGES** - English and Hausa – Fluent

**REFERENCES** -

**KASSIM ABUBAKAR**

General Manager,

TABUK oil & gas ltd, Bauchi State

Tel: 08067701332

Email: [Kasimabubakar423@gmail.com](mailto:Kasimabubakar423@gmail.com)

**YUSUF TANIMU MOHAMMED**

DESK Officer,

Social Investment Programme, Bauchi State

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Email: [Yusuftanimu51@gmail.com](mailto:Yusuftanimu51@gmail.com)

**FABIAN PATRICK**

Head Teacher,

Universal Basic Education Board, Bauchi State

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