**ZAYYAD ABDULAZEEZ**

Plot 703, Idris Gidado street, wuye district, Abuja

 M: +2348069094894 Email: major.abbey22@gmail.com

 **DATE OF BIRTH MARITAL STATUS STATE LOCAL GOVT SEX**

30th March, 1996 Single Kaduna Kaduna north Male

**PROFESSIONAL STATEMENT**

An ambitious, self-starter with focused and proven passion for Business Development and Technologies, quick in learning and ready to assist people in areas of Client Support. Good customer relationship skills gained from a wide range of experience and exposure, open training and activities conducted during engaging taught modules. Seeking to expand my knowledge and organizational skills with the aim of achieving high standards and meeting KPIs targets in a company.

**EDUCATION**

**National Diploma in Business Administration (Distinction) 2014-2016**

Abdu Gusau polytechnic, Talata mafara, Zamfara State

**Senior Secondary School Certificate (WAEC) 2006-2012**

Government College, Kaduna (Kurmin mashi), Kaduna

**Primary School Leaving Certificate 2000-2006**

LGEA Pry School, (Faki Road) Kaduna

**WORK EXPERIENCE**

# **Oceandrives Consult LTD. 2020-2022**

* **Manager- Responsibility**
* Inventory Control.
* Maintain supply chain inventory and records.
* Prepare and modify document including correspondence, report, memo and emails.
* Communicate and negotiate with suppliers and vendors to land more profitable deals.
* Develop and implement safety guidelines in all aspects of the supply chain.
* Find cost-effective solutions for supply chain processes.

# Alkima Academy (NYSC) 2019-2020

* Provide general support to management
* Computer audited records into the system and archived for future reference
* Received and collate records for staff reimbursement
* Ensuring filling system are maintained and up to date
* Manage all staff and colleagues in accordance with company’s policies and procedures.
* A good knowledge of book keeping and Quick book accounting method.
* Schedule and organized meetings for the staff.

# Two brothers mech workshop 2015

**Secretary - Responsibilities:**

* Prepare and modify document including correspondence, report, memo and emails.
* Schedule and coordinate meetings, appointments, travel arrangement involving managers and supervisors.
* Maintain electronic and hard copy filling system
* Perform Supervisory role for staff at site carrying out data entry on Document Management Project
* Ensure that staff at site are paid at due date.
* Maintain safety and quantity records.
* Creating a good relationship with client and making sure that work at site are done base on project schedule and at stipulated time.

**PERSONAL ATTRIBUTE/SKILLS**

* Experience in Administration, Office Management, Business Development, and Document management.
* Knowledge in desktop publishing in Microsoft word, Excel, Power point and Outlook
* Good communication skills, ability to take challenges, a fast learner and adapting quickly too.
* Excellent leadership skills and the ability to develop effective team spirit for optimum productivity.
* Good people skills and adding value to achieve goals.

**HOBBIES**

Reading and Research, Adventures, Meeting people and learning

**REFEREES**

**Lanre Yusuf Abdulmujeb Jelani**

Vice President, Business Operations Head of Department

Techspecialist Consulting Ltd. Business Administration

Goldlink House, 2 Harare street zone 6, wuse Abuja Abdu Gusau polytechnic, Zamfara

Mobile: 080-32817149, 092911443 Mobile: +2348065689440

Email: Lyusuf@techspecialistlimited.com Email: abdulmujeebjelani@yahoo.com

**Hajiya Amina Ango**

Proprietress

Alhikma Academy

No 15, kabala road, opposite Abumutali, kaduna

Mobile: 08065428955

Email: Alhikmaacademy@gmail.com