

# ABDULHAKEEM BABATUNDE SALAUDEEN

**ADDRESS:** Federal Low-cost Kwamba Suleja, Niger State.

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## PERSONAL SUMMARY:

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To enhance growth and achievement of organization's goals through innovativeness, excellence and professionalism while developing a career path.

## PERSONAL DATA:

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Date of Birth:	26 <sup>th</sup> August
Sex:	Male
Marital Status:	Married
Local Govt Area:	Oyun
State of Origin:	Kwara
Nationality:	Nigerian

## EDUCATION:

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BSc. Computer Science (Second Class Upper) National Open University of Nigeria	2016 – 2019
National Diploma (Upper Credit) Federal Polytechnic Bida, Niger State	2012 – 2015
West African Senior School Certificate Busy Brain International School Suleja, Niger State	2006 – 2011
National Examination Council Busy Brain International School Suleja, Niger State	2006 – 2011
First School Leaving Certificate L.E.A Primary School Kwamba Suleja, Niger State	1999 – 2005

## PROFESSIONAL STUDIES WITH CERTIFICATES:

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Diploma Desktop Publishing Digitex Computer Training Institute	2015
Certificate In Network Support and Maintenance NIIT Abuja	2016
Certificate of Web Development Bootcamp Udemy	2022
Digital Marketing Certification Udemy	2022

Google Ads Search Certification  
Google Career Certificate

2023

Frontend Development  
TechWitsClan

2024

## **WORKING EXPERIENCE:**

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Algorithm Media Nigeria Limited

Position: IT Executive

September 2021 – Till date

- Assist with process and IT Strategy and needs of the Company.
- Maintain Network System, diagnose – solve network problems and upgrades network systems.
- Follow up on all IT hardware (UPS, Laptops, Desktops, Printers, CCTV and telephone Systems, by maintaining them internally or contact services providers for maintenance of these hardware's to ensure efficient and effective functioning of the hardware.
- Provide IT guidance, assistance and consultancy upon request to all department and branches physically or through remote connection or telephone to answer all inquiries and support staff on matters related to usage of applications.
- Secure, Backup and constantly upgrade information security application, by setting up and managing firewalls and all protections programs and devices for all IT applications, routing systems, mail servers, and networks security administration.
- Setting up of Sage for users and managing the server.
- Website Frontend development

Ecobank Nigeria Limited

Position: FT funds Transfer Unit, Cash & Teller, Branch IT

July 2019 – August 2021

- Customer Services
  - Answer questions on account types and banking products, such as Certificate Deposits (CDs,) money market accounts, loans and credit cards.
  - Checks on the status of customers accounts and track transactions.
  - Review and explain account charges.
  - Assist banking customers who are victim of fraud or identity theft.
  - Assist customer replacing their lost or stolen credit or debit cards.
- Cash & Teller
  - Filling out paper works deposit and withdrawal slips.
  - Overseeing ATM, deposit and withdrawals
  - Answering of phones to attend to customer needs.
  - Balancing numbers at the end of the business day.
  - Fund transfer, Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete. Maintaining and balancing cash drawers and reconciling discrepancies.
  - Monitors and maintains the company computer systems, installs, Upgrade and configures hardware and software, and solves technical issues as they arise in the branch.

Locust Technologies

Position: Sale representative / system engineer

December 2017 – April 2019

- Sort information about system specification needs for customers.
- Meeting or exceeding sales goals.
- Negotiating and contacting all prospective clients.
- Helping determine pricing schedule for quotes, promotions and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentation to a range of prospective clients.
- Coordinating sales effort with marketing programs.
- Understanding and promoting company products.
- Obtaining deposits and balance of payments from clients.
- Preparing and submitting sales contacts for orders.
- Visiting clients and potential clients to evaluate needs and promote new products.
- Maintaining client's records.
- Answering client's questions about credit terms, products, price and availability.
- Provide technical support after merchandise is purchased.

Alhassan MTN Partnership

Position: Account Officer

August 2015 – February 2016

- Creating and processing invoice
- Cross checking invoice with payment and expenses to ensure accuracy.
- Managing company's account payable and receivable.
- Sending bills and invoices to clients.
- Tracking the company's expenses.
- Processing refunds
- Working with collection agencies for overdue payments.
- Communicating with clients regarding billings and payments.

Digitex Computer Training Institute

Position: Manager

- Supervise clerical staff and other employees.
- Design work schedule and organize employee training.
- Resolve employee and client's issues.
- Ensure the work facility is safe, free of security issues and in compliances with all government regulations.
- Work with outside vendor to maintain necessary business supplies.
- Maintain a good working relationship with executives and other managers.
- Design and implements procedure to improve profitability.

## **PROFESSIONAL EXPERIENCES:**

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- Project managements skills.
- Can work to tight rolling deadlines.
- Knowledge of web designs and coding.
- Can deal with hostie situations.
- Research skills.
- Can absorb and organize large amount of complex information quickly.
- Ability to obey organization rules and regulations.

## **PERSONAL ABILITIES/INTEREST:**

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- Willingness to learn.
- Inquisitive in nature.
- Excellent communication skills and able to relate to people from all social backgrounds.
- Able to deal with setback and rejections.
- Pestilences
- Ability to build contacts so as to maintain a flow of information for future.

**HOBBIES:**

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Reading, Driving, meeting people, Travelling and sport

**REFEREES:**

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- ❖ Mr. Julius Olufemi  
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Abuja Nigeria  
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- ❖ Mrs. Chinelo Onyekwena Ekeh  
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