



BINAINU SHAIBU

AMINISTRATIVE & PROGRAMMER

Phone Number 0814 445 1557

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Address FCT, NIGERIA 900108

A Resourceful economist with sound analytical background, immense command over computer tools, Full-Stack Developer, web-search engine , mobile phone web-design & sound knowledge of the dynamics in the economics of the world , with good command of English & could effectively work in team, with outstanding analytical, leadership skills, interpersonal skill and problem solving.

I am a team player that can fit into work, with the existing team, in the industry or organization & to do my best by adding values to the team & most importantly to share knowledge & gain more experience.

A resourceful economist, with in-depth knowledge "theoretical, formulation & Math Dedicated professional with substantial experience in an officer-level position. Record of success in developing and executing strategic initiatives, leading teams and managing complex projects. Possesses an expanded set of skills, including excellent communication, problem-solving, and organizational abilities. Motivated and dynamic individual skilled in law enforcement and security operations. Proven history of success in providing exceptional security services, diffusing tense situations and maintaining order in public and private settings. Dedicated to protecting the public and enforcing the law with integrity, professionalism and fairness. Highly motivated professional with experience in law enforcement and crime prevention. Proven record of excellence in protecting citizens and enforcing laws. Expertise in responding to crime scenes, conducting investigations and writing detailed reports. Demonstrated ability to successfully coordinate with other law enforcement agencies to provide assistance in resolving cases.

SKILLS

- Report Writing
- Communication
- Writing
- Resource Mnanagement
- Time Management
- Asset Protection
- Typing
- Leadership
- Record management

EXPERIENCE

ADMINISTRATIVE OFFICER

MEDICAL AND DENTAL COUNCIL OF NIGERIA, FCT, ABUJA

Apr 2017 - Present

- Enforced corporate policies and procedures while ensuring compliance with applicable laws and regulations.
- Demonstrated leadership skills in leading a team of officers to complete objectives.
- Created and maintained strong relationships with staff, customers and stakeholders.
- Communicated concerns and information to supervisor for remediation and support.

Site Manager

Adogah Integrated Service Ltd, (Engineering Consultants & Contractors-Abuja- Port-Harcourt-Auchi), RIVER STATE, ABUJA/RIVER STATE

Nov 2015 - Jul 2016

- Supervised workers during their shifts in order to ensure that tasks were completed according to standards.
- Directed site activities to foster smooth and efficient operations.
- Effectively communicated with contractors and subcontractors to ensure quality control and safety compliance.
- Identified opportunities to increase efficiency of on-site operations.

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Teacher(Economics ,Mathematics & Chemistry

National Youth Services(NYSC) Community Secondary School, Nkerefi, Nkanu-East LGA Enugu, Nigeria, Enugu State

Nov 2014 - Nov 2015

Teaching and organizing tutorial for All Student

- Collaborated with colleagues across departments on interdisciplinary projects relating to Home Economics topics.
- Created a safe learning environment for students by emphasizing safety protocols in the kitchen.
- Provided one-on-one tutoring sessions for struggling students who needed extra support in mastering concepts related to Home Economics.

Presiding officer(PO)

Independent National Electoral Commission (INEC-Adhoc Staff Committee, enugu State), Enugu, Enugu State

Feb 2015 - Mar 2015

- Ensured adherence to procedural guidelines throughout all stages of proceedings.
- Conducted fair and impartial hearings on legal issues while maintaining order in the courtroom.
- Created equitable solutions that balanced the interests of all involved parties.
- Assisted in training new judges on proper courtroom etiquette and protocol.

Admissions Officer

West African University (Now Irgib-Africa), Cotonou, Republic Of Benin., Republic Of BENIN, port-novo

Mar 2011 - Mar 2013

- Cultivated relationships with high schools and community organizations to facilitate admissions referrals.
- Assessed and evaluated student applications for admission to higher education institutions, ensuring compliance with all relevant regulations.
- Analyzed enrollment trends and provided data-driven recommendations regarding recruitment efforts.
- Provided guidance on course selection, financial aid options, campus life activities.

Point of Sale Manager

Jauih Pharmacy Ltd, Kontagora, Niger State, Kontagora, Niger State

Apr 1995 - Dec 2002

- Resolved customer complaints in a timely manner while ensuring satisfaction with the resolution process.
- Coordinated with vendors regarding installation or repair services needed for POS hardware and software components.
- Maintained detailed records of all Point of Sale transactions, including refunds and voids.
- Conducted regular training sessions for staff on proper Point of Sale system usage.

EDUCATION**certificate/COVID-19 TRAINING FOR HEALTH WORKERS in COVID-19**

STANFORD UNIVERSITY, online

Sep 2020

CERTIFICATE/ DATA BASE MANAGEMENT in DATA BASE MANAGEMENT

THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA TOPO, TOPO BADAGRY LAGOS

May 2019

CERTIFICATE in ETHICS AND ORGANISATIONAL PRODUCTIVITY TECHNIQUE

Hammados training institute , NASARAWA STATE

Oct 2017

Bachelor of Science (B.S.) in ECONOMICS

HOUDEGBE NORTH AMERICAN UNIVERISITY, PORTO-NOVO, REPUBLIC OF BENIN

Mar 2014

NATIONAL EXAMINATION COUNCIL (NECO) in NECO EXAMINATIONA

FAITH SECONDARY SCHOOL, KONTAGORA, NIGER STATE , KONTAGORA, NIGER STATE

Jul 2001

LANGUAGES

English

Advanced

French

Intermediate

REFERENCES

DR. UDUGBAI ILEVARE,

H.OD. Planning Research And Statistics, Medical And Dental Council Of Niger - Inlaw

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EKOUE KOKOUVI AYI

Former Registrar , DIRECTOR OF COMMUNICATION BILINGUE - Former Deputy Registrar

Phone Number 22893344302

Email akekonsulting@gmail.com

COMRADE SHERIFF MULADE

National Coordinator & CEO , Center For Peace And Environmental - Former Boss

Phone Number 2349067500837

Email musbsheff12@yahoo.com

COMMUNITY SERVICE

Teacher

community secondary school, nkerefi , nkerefi, enugu state

Nov 2014 - Nov 2015

- Managed student behavioral issues to optimize classroom learning environment.
- Motivated and engaged students, developing skills and knowledge for academic foundation.
- Developed and maintained classroom environment conducive to learning and appropriate for social and emotional development of students.

LANGUAGES**English***Advanced***French***Intermediate***REFERENCES****DR. UDUGBAI ILEVBARÉ,***H.OD. Planning Research And Statistics, Medical And Dental Council Of Niger - Inlaw***Phone Number** 2348057920670**Email** ulevbare@yahoo.com**EKOUE KOKOVI AYI***Former Registrar , DIRECTOR OF COMMUNICATION BILINGUE - Former Deputy Registrar***Phone Number** 22893344302**Email** akekonsulting@gmail.com**COMRADE SHERIFF MULADE***National Coordinator & CEO , Center For Peace And Environmental - Former Boss***Phone Number** 2349067500837**Email** musbsheff12@yahoo.com**COMMUNITY SERVICE****Teacher***community secondary school, nkerefi, nkerefi, enugu state**Nov 2014 - Nov 2015*

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- Motivated and engaged students, developing skills and knowledge for academic foundation.
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AWARDS

- Best serving corp in community secondary school, nkerifi