

SULEIMAN MOHAMMED ABDULLAHI

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PROFESSIONAL SUMMARY

I am a hardworking graduate, equipped with variety of skills and practical understanding of how to apply business knowledge in accomplishing tasks within deadline and providing maximum Customer's satisfaction. I am seeking for an opportunity to excel in an environment of growth and excellence which provides me job satisfaction and self-development while also achieving personal and organizational goals. I ensure accuracy and precision in all tasks and high level of efficiency and successful problem resolution.

EDUCATION

2015 – 2019	Ibrahim Badamasi Babangida University Lapai, Niger state.	B.Sc(Sociology) 2 nd Class Upper
2010 – 2015	Jibril Memorial High school, Bida Niger State.	S.S.CE.

WORK EXPERIENCE

Administrative Officer II *12/2021 – Present* **Federal Medical Centre, Bida.**

- Assists a senior official in the development of operating procedures.
- Administration of organizational databases
- Schedule in-house and external events
- Providing general administrative support to the organisation

Director Sales and Marketing *12/2020 – Present* **Aquarius Software Nigeria Ltd.**

- Identify new business opportunities and grow customer for the business.
- Maintain business relationships with customers and follow up to ensure future sales.
- Implement marketing strategies to meet and exceed demand generation and revenue targets.
- Partner with Clients to understand their needs.
- Conduct market research to identify opportunities for promotion and growth.
- Plan and implement software product launch.

Sales and Marketing Office *09/2015 – 12/2020*

Aquarius Software Nigeria Ltd.

- Prospect for new customers and pitch product to them
- Provide after sales support to customers.
- Identify new business opportunities and grow customer for the business.
- Maintain business relationships with customers and follow up to ensure future sales.
- Contribute in the implantation of Marketing strategies.

Administrative/Customer Officer 03/2020 – 03/2021**Kano Electricity Distribution Company, Kano (NYSC)**

- Providing support, including procedural documentation and relevant reports.
- Performed basic data analysis
- Maintain supplies inventory by checking stocks to determine inventory level.
- Carrying out administrative duties such as filing, typing, copying and scanning.
- Collate and carry out meter inspection to keep meter record.
- Responding promptly to customer inquiries.
- Ensured customer satisfaction and provide professional customer support.
- Maintained a positive empathetic and professional attitude toward customers at all times.
- Developed and maintained existing customers relationships.

Volunteer 02/2018 to 10/2019**Center for Gender Affairs IBBU Lapai**

- Provide information to the public and motivating others to get involve.
- Running projects and events to attract new volunteers.
- Provided research support on community impacts projects for Girl'schild education and vocational studies for adults

SKILLS

- Excellent communication and interpersonal skills
- Experience in data analysis and problem- solving skills
- Customer Service skills
- Proficient with computer applications such as Microsoft office suite, networking, and the internet
- Leadership, teamwork and performance driven
- Highly effective, reliable, and able to work without supervision
- Ability to work in a team as well as independently,

HOBBIES

I enjoy reading books, building computer networks, solving puzzles, and socializing with friends and family.

LANGUAGE PROFICIENCY

English, Hausa and Nupe

REFEREE

Alh Shehu Ibrahim Abdullahi
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