

# MUSA HABEEB FATAI

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## OBJECTIVE

To Provide World Classic Solutions that will Facilities, the accomplishment of my Organization's Corporate Goals.

## WORK EXPERIENCE

Augt.2020  
-Sept. 2022

**Ariya Tv/AMMStudio** Mokola Ibadan Oyo State

**Position:** Admin Officer/Graphics Design Department.

**Responsibilities:**

- Manage office supplies and place orders
  - Prepare regular reports on expenses and offices budgets
  - Maintain and updates company database
  - Organize a filling system for important and confidential company documents
- Updates office policies as needed.

Jan.2019  
– Jun.2020

**Akeredolu Legal Chamber,** Ring Road Ibadan Oyo State

**Position:** Front Desk Officer

**Responsibilities:**

- Create an impressive memorable experiences for guest
- Greet every guest with a warm smile
- Follow company policies procedures
- Answer the phone and direct them to the correct place

Jan.2018  
– Dec.2018

**Halogen Security Company,** Dangote Refinery Ibeju Lekki Lagos State

**Position:** Supervising Security

- Protect life/properties
- Respond to emergencies
- Observing and reporting of situations
- Deterring and detecting crimes
- Keeping good public relations

Jan.2017  
– Dec.2017

**Up Right hotel,** Agbeloba Abeokuta Ogun State

**Position:** Receptionist/House- Keeper

- Greeting all guests and assist them with check-in and check-out
- Maintain positive attitude and friendly demeanor
- Respond to all guest questions and requests
- Answer and forward phones

## EDUCATION

- |      |   |
|------|---|
| 2015 | <b>Higher National Diploma (HND) Industrial Design</b> (Graphics Design)<br>Kogi State Polytechnic Lokoja |
| 2011 | <b>Ordinary National Diploma (OND) Fine Art</b><br>Kogi State Polytechnic Lokoja                          |
| 2013 | <b>Ikoyi High Secondary School Kogi State (SSCE.).</b>  |
| 2001 | <b>St. Michael Primary School Ogidi Ijumu (FSLC).</b>   |

## OTHER CERTIFICATES

National Youth Service Corp Certificate (*Nigeria government*)  
Shehu Shagari College of Education Sokoto State  
Freedom of Information Vanguard CDS (NYSC)  
Desktop Publisher, Florin Computer College  
Isolo Lagos State

## ADDITIONAL SKILLS

- Good Problem Solving
- Good Analytical Interpersonal
- Creative Thinking
- Good Communication Skills
- Relationship builder
- Proficient in Microsoft, MEXcel & Graphics Design CorelDraw
- Team Workers
- Ability to Drive.

## INTEREST:

Travelling, Reading Indoors, and Learning New Ideas.

## REFERENCES

**Mr. Ogbolu .E. Charles**  
Vice President at **ARIYA TV/AMMStudios,**  
24, Darlington Street Mokola Ibadan, Oyo State  
Tel: 09058828454.

**Mr. Musa Olusola Hakeem**  
Staff at State Environmental Task-Force Ibadan, Oyo state  
Tel: 08103768493.