

**ISRAEL ANGO**  
Abuja, Nigeria  
Phone no.: +2348122650038  
Email: [angovacham007@gmail.com](mailto:angovacham007@gmail.com)

## **PROFESSIONAL PROFILE**

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A Skilled Administrator who is highly effective at motivating teams and streamlining operations. An analytical problem solver with persuasive communication skill and talent of thinking outside the box, for creative solutions. To achieve the set goals and objectives of the organization, and explore possibilities for career progression.

## **CAREER OBJECTIVE**

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Dedicated and results-driven professional with a B.Sc. in Business Administration and extensive experience in data collection, analysis. Seeking a challenging role in a dynamic organization where I can leverage my expertise in research, data visualization, and community engagement to drive impactful initiatives, ensure data-driven decision-making, and contribute to the overall success and growth of the organization. Committed to continuous learning and professional development, with a strong focus on integrity, collaboration, and excellence.

### **Core Skills**

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- Good Interpersonal skill.
- Team Workmanship.
- Computer literate (MS Word, MS Excel)
- Innovative in approach to work.
- Problem solving.
- Networking.
- Ability to multi task.

### **Core Knowledge**

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- Knowledge/experience of administrative
- Data Visualization
- Microsoft Word and Excel
- PostgreSQL (in view)
- Good understanding of investigating tuberculosis presumptive cases.
- Good understanding in community mobilization and outreach.

- Good understanding of recruitment process.
- Strong understanding of COMMCARE, COMMTB application.

## **CAREER SUMMARY**

**SEPTEMBER 2024- TILL DATE**  
**Data Clerk**

**KNCV TUBERCULOSIS NIGERIA- KADUNA**

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Responsibilities:

- **Detailed documentation:** of tuberculosis cases, presumptive cases in presumptive register, positive cases in treatment register, Handling of drug stock cards.
- **Data Compilation & Reporting:** Ensure accurate data collection, compilation, and timely reporting. Activity
- **Community Feedback:** Support the program team with feedback from community meetings.
- **Regular Reporting:** Report monthly, quarterly, half-yearly, and annual progress on all project activities.
- **Community Engagement:** Giving of health talks and counselling to positive cases
- **Contact Follow Up:** Ensuring contact tracing on people living with positive presumptive cases

**August, 2021 – August 2022**  
**Screening Officer**

**KNCV TUBERCULOSIS NIGERIA –KADUNA**

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Responsibilities:

- Assist in collecting data related to intervention targeted for study or implementation by the project.
- Assist in conduct regular field visits to ensure proper implementation of activities.
- Assist in identifying and establishing contact with lead firms.
- Liaising closely with community leaders and participants under the supervision of supervisors.
- Assist in organising and grouping of beneficiaries during registration, distribution, and monitoring and community sensitization/engagement.

- Investigated presumptive cases by screening everyone who comes into the facility by interviewing them.
- Identified presumptive cases and conducting a test on people with symptoms of tuberculosis to determine their status.
- Placing positive cases of tuberculosis on treatment as soon as possible to avoid complications.
- Uploading daily data of screened number of patients to COMMCARE application for storage and supervision.
- Supported by working together with the DOT unit of the hospital by sending presumptive cases to them after diagnosed and found with symptoms of tuberculosis.
- Reaching out to presumptive cases and making sure they are judicious in taking their medications.
- Made sure presumptive cases found positive are on medication and taken care.

**August 2017– January 2020**  
**Administrative Manager**

**Green Hybrid multi-concept services- Abuja**

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**Responsibilities:**

- Maintained administrative staff and personnel by recruiting, selecting, orienting, and training employees, maintaining a safe and secure work environment, developing personal growth opportunities within the organization.
- Assisted the company with interview coordination.
- Managed performance appraisals, review, and evaluation for GHMCS staffs
- Managed employee records and payroll by consolidation of employee's timesheets
- Effectively applied best practices in all recruitment exercises to ensure transparency and accountability.
- Received and prepare administrative letters for staff.
- Provided staff basic office working tools and administer stock release register to the employees.

- Maintained employee information by entering and updating status of employees in the staff database.
- Ensured content of all staff files are reviewed occasionally for accuracy and completeness.
- Carried out administrative and logistics activities to ensure a safe and convenient working environment.
- Ensured content of all staff files are reviewed occasionally for accuracy and completeness.
- Managed inventory and stock to ensure accuracy in inward and outward of items. Ensure a safe secure workplace for employees by apply the OSHA techniques.

## PERSONAL PORTFOLIO

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### Personal and Technical Skills:

1. Ability to learn quickly, think critically and work independently on any issue in order to arrive at a workable and most profitable course of action;
2. High analytical, technical and adaptability proficiency with keen attention to detail;
3. Strong team membership and leadership skills, efficient negotiation qualities, coupled with proven excellence in oral and written communication skills;
4. Great capacity to handle pressure sensibly and maintain positive position in the face of demanding situations while keeping focus on achieving desired results;
5. Interpersonal skills with compassionate appeal towards women and children, especially the most vulnerable and abused;
6. Microsoft Office (MS Word, PowerPoint, Excel).

## SPOKEN LANGUAGES

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Hausa –Fluent.  
English – Fluent.  
Bajju – Native

## Education and Qualifications

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1. **B.Sc (Business Administration)**, Ecotes University Benin Republic 2017.
2. **Secondary Certificate**, Blessed Secondary School 2011.
3. **Primary Certificate**, Christ Ambassadors Nur/Pri School. 2003.

## PROFESSIONAL COURSES AND TRAININGS (CERTIFICATES)

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### CERTIFICATES OBTAINED

- **Data Analyst Certification** 2024 (in view)  
**IHIFIX Digital Academy**
- **United Nation BSAFE Certification** 2023
- **Recruitment, Selection and Onboarding** 2023  
**Allison certification**
- **Safeguarding Essentials** 2023
- **OSHA Safety Consults**  
**Course: Human Resource Management** 2019
- **OSHA Academy USA**  
**Course: HSE I, II & III** 2019
- **NYSC certificate** 2019
- **YALI NETWORK USA**  
**Courses: Strategies for Personal Growth and Development, Management Strategies for People and Resources & Work Collaboration** 2016

### REFEREES

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*Available on request.....*