

JULIUS JOSHUA MUSA

11 Baseline Estate,
Opposite Efab Estate,
Life Camp, Abuja.
08118894278, 08137094261
julius.joshua33@hotmail.co.uk



SUMMARY

To provide a top quality, professional service in any managerial institution in an enabled environment with opportunities for career development. To serve as a key player in bringing out a positive result to the achievement. To provide a top quality, professional service in any managerial institution in an enabled of organizational goal and objectives. To also adapt, adopt and yet play my role by providing unique services that would satisfy and promote the organization.



EDUCATIONAL QUALIFICATION

B.Sc. Mass Communication | Kogi State University, Anyigba.

2013– 2017

Second Class Lower Division

Senior Secondary School Certificate | Homat Comprehensive College, Lagos

2006 – 2011

WAEC/NECO

First School Leaving Certificate | Family Support Programme

2000-2005

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EXPERIENCE

Content Development and Maintenance | Infinity Paul's World

2013-2014

Job Description

- Develop Audio and Visual Contents for infinity Paul's world Websites, Blog and Social Media platforms
- Regular updates, comment feedback and content building of the platform.
- Developing web Maintenance procedure and ensuring implementation.

On Air Personality | Fusion 91.7FM

2014-2016

Job Description

- Prepare and Deliver news, sports, and gathering, rewriting materials required.
- Read News Flashes on important events
- Prepare background information for programmes, interviews and press release.
- Sourcing of news and equivalent information updates.

Assistant News Editor | Lagos Traffic Radio 96.1FM

2016

Job Description

- Gathering and Editing of News content materials on Politics, Sport and Entertainment.
- Preparing of Press release and editing of Audio and Written Interview
- Attend News Conferences and gather information for broadcast

Administrative Assistant | Retail Council of Nigeria (RCN)

2017-2018

Job Description

- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Write and Edit documents such as letters, reports and other instructional documents.
- Develop and maintain a filing system on Computer Managers and Document Cabins.
- Schedule Meetings with staffs and coordinate appointments and business summits.

Marketing Assistant | Silverbird Entertainment Centre

2018-2019

Job Description

- Monitoring active marketing programs and developing improvement techniques.
- Develop ideas on marketing campaigns that would develop the organizational brand portfolio.
- Collaborate with other brands to develop innovative ways of engaging and attracting clients.
- Assist other Marketing senior professionals who need my resource with completing large projects.

IT Support | ThreeM Plus Integrated Enterprise

2019

Job Description

- Configuration of hardware equipment, systems, network and installing of software.
- Repairing, Diagnosing and Troubleshooting of errors and other related drivers or network error.
- Checking of Computer equipment for Electricity and Security safety.
- Repairing and Replacing of Computer parts and other related hardware.
- Planning, resolving and Undertaking maintenance upgrades.

Brand Manager | JULES INFOTECH

2019-TILL DATE

Job Description

- Planning and developing marketing strategies that would develop for client's brands and promote campaigns.
- Researching and carrying out of market, service and product analysis.
- Preparing seminars and proposals on the opportunities that revolves around digital marketing.
- Developing standardized brands, Introducing and transitioning both new and old brands to the digital Platform.
- Develop a customer feedback mechanism and reliable 24/7 open customer service.
- Designing, and developing of Visual ads. Fliers and document proposals for clients.
- Develop wireframes and prototypes for a standard User Experience on websites design and development and mobile applications interface
- Managing of resources to generate creative, quality contents based on client's specification.

Job Description

- Configuration and Installation of hardware and software programs, drivers and other applications.
- Quality Assurance of all Company Profiles, Proposals, Reports and other related Documents.
- Designing, Formatting and Editing of profile and Client presentation documents.
- FrontEnd developer- HTML, CSS JavaScript and UX/UI Designing.

IT and Media Specialist/Marketing Strategist | Orion Height Group

2022

Job Description

- The professional interface between the clients and the subsidiary companies; Orion Height, Orion Height Farms, DL Travels and Tours and Xtragy Media Solutions.
- Set up and edit video and audio content for the promotion of the companies
- Monitor, execute, filter and measure the social media marketing efforts and presence of all products, brands, corporation and individuals.
- Design promotions, create advert campaign, strategies and targeting demographic data of target audience.
- Provide IT services on software installations, troubleshooting and maintenance.
- FrontEnd developer- HTML, CSS JavaScript and UX/UI Designing.



OTHER TRAINING AND CERTIFICATIONS

- Mass Communication Student Association (MACOSA), 2013.
- Lagos Traffic Radio Training Certificate, 2016.
- National Youth Service Corps (NYSC), 2019.
- Sustainable Development Goals (SDG), Advocate, 2019.
- Fundamentals of Digital Marketing (Google), 2020.
- Technical Support Fundamentals (Google), 2020.
- Nigerian Institute of Public Relations (NIPR), 2020.
- Responsive Website Design (FreeCodeCamp), 2022.



SKILLS AND COMPETENCES

- Communication
- Technology
- Team Spirit
- Problem Solving



LANGUAGES

- English: Proficiency in speech, reading and writing
- Yoruba: Proficiency in speech and reading
- Igala: Proficiency in speech and reading



REFEREES

NOTE: Available on Request