**IBRAHIM OLANREWAJU MUFU**

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An experienced Graduate Research Fellow specialist with a demonstrated history of working as a Data Entry / Project Assistant in the information technology industry and who is committed to continuous improvement, capable of working under pressure and exceeding demanding targets. Posses a wide range of knowledge and experience that SKILLS will allow me contribute towards the success of your company.

**Summary**

**IT/Media / Publicity Manager** 08/2019 till – 01/2020

**Experience**

**SP Luxury Limited**

* Responsible for managing all social media handles
* Responsible for all graphic designs and print
* Responsible for repair and maintenance of electronic devices
* Responsible for taking feedback, generating report and giving of advice

**Graduate Research Fellow** 01/2019 to 05/2019

* Successfully supervised team members to get error free data from over 15000 respondents.
* Successfully captured, cleaned and updated the entire data that was entered into the system without any redundancy.
* Completed multiple tasks simultaneously to optimize project completion.
* Provided assistance with preparation of project-related reports, manuscripts, and presentations
* Adhered to established schedules by facilitating work quality and timely delivery.
* Enforced and optimized internal policies to maintain efficiency and responsiveness to demands.

**VIISAUS Technology. Limited.**

**Data Entry/Project Assistant** 11/ 2018 to 02/2019

**,**01/2019 to 05/2019

**Dataville Research LLC**

* In-depth review of International Development and Research.
* Data Analysis & Visualization using SPSS and R tool.
* Development research and program implementation of donor- funded project.
* Monitoring & Evaluation in international development.
* Effective use of mapping device (e.g. Tableau).
* Received training and certification from Dataville Research LLC to represent brand.
* Use of mobile field data collection (e.g. open data kit, commcare etc.) for efficiency and optimization

**EARSO Integrated Construction Company**

**.** - Benin City, Edo State

**Graduate Trainee** 01/2018 to 10/2018

11/ 2018 to 02/2019

**,**01/2019 to 05/2019

* Worked in various departments to gain hands-on experience, including Human Resource department and Administration department.
* Came up with new ideas and improvements, which were discussed with senior employers.
* Worked under supervision of senior employers to help plan and direct work of organization.
* Streamed classes online and uploaded videos for later viewing by distance and absent students.
* Created strategies to develop and expand sales of services to existing customer

**Bakpon Nig. Ent.**

**Operation Manager** 09/2008 to 12/2011

* Responsible for outsourcing of manpower, supervising, pay scale and compensation review
* Enhancing a conducive environment and proper team-work spirit from team members.
* Ensuring timely completion of project.
* Taking feedback from customers to know if they are satisfied with services rendered.
* Providing make-up plans for disappointed customers.

**Education**

**Bachelor's,** Computer Science 2017

**National Open University of Nigeria**

* Graduated in Top of Second Class
* Graduated with 4.0 GPA

**Personal Information**

Date of Birth: 11/ 09/ 1991 Nigerian

**Certificate**

Responsive Web Design, FreeCodeCamp Academy **(2019)**

International Development, Institute of Development Research **(2019)**

General and Operations Management **(2017)** Enterprise Development Centre, Pan-Atlantic University.

Human Resource Management **(2017),** Enterprise Development Centre, Pan-Atlantic University.

Financial Management **(2017)** Enterprise Development Centre, Pan-Atlantic University.

Financial Management **(2017)** Enterprise Development Centre, Pan-Atlantic University.

* Time Management Skills
* Team Player
* Attention to details
* Research
* Data Analysis & Visualization
* Monitoring & Evaluation

**Highlights**

* Communication
* Problem solving
* Critical Thinker
* SPSS/R
* Supervision
* Web Design