



ORAIBI IMABIBO

BUSINESS ADMINISTRATOR

PROFILE

I am a business administrator with budding software development skills. I possess robust problem-solving skills and proven experience in coordinating stakeholders, balancing multiple competing priorities, managing and mitigating risks and issues, and delivering complex projects within demanded time and cost constraints.

CONTACT

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MEMBERSHIP

Toastmasters International
BCS Chartered Institute for IT

EDUCATION

BECOMING A CHANGEMAKER: INTRODUCTION TO SOCIAL INNOVATION

University of Cape town (2021)

CERTIFICATE IN INFORMATION TECHNOLOGY BCS, The Chartered Institute for IT|(2021)

MASTER OF BUSINESS ADMINISTRATION Asian Institute of Technology (AIT)|(In-view)

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING University of Ghana| 2012 - 2016

CERTIFICATION IN DIGITAL MARKETING AND ANALYTICS GOOGLE SKILL SHOP | 2018

DIPLOMA IN MARKETING Meridien Pre-University, Ghana|(2011-2012)

SKILLS

Coding Languages

C#, HTML/CSS, Python(learning)

Business strategy & Analytics

Web design & content development

Project management

Service Design and Process Improvement

Research

Exceptional communication and networking skills

ORABI IMABIBO

PROGRAM ADMINISTRATOR

CAREER SUMMARY

Program Officer :

DEVELOPING 8 (D-8) HEALTH AND SOCIAL PROTECTION PROGRAMME OFFICE, NIGERIA | May 2020

- Conducting research, preparing documents and assisting in developing policies that empower individuals and communities in areas of health and social protection in D-8 countries (Bangladesh, Egypt, Indonesia, Iran, Malaysia, Nigeria, Pakistan, and Turkey). Establishing and coordinating procedures to meet program objectives set by management.
- Preparation of grant proposals, including implementation arrangements and budgets, as well as executing the application process.
- Organisation of committees, working groups and teams as well as planning and managing health and social services projects and programs.
- Assisting in budget preparation and expense management activities for program projects, administering resources for research and administration, support services, equipment and supplies.
- Facilitating communications and liaisons with D-8 Country focal points.
- Conducting program reviews and preparation of periodic reports for senior management and external publications.
- Design, deployment and management of program website.

RESEARCH ASSOCIATE

REGIONAL RESOURCE CENTER FOR ASIA PACIFIC (RRCAP) THAILAND | OCT 2019 to JANUARY 2020

- Reviewed data and insights on waste management in the ASEAN region and consolidated into a report
- Identified service gaps and recommending optimisation tasks for waste management in the region.
- Analysed country performance using log frame indicators, created reports and shared results with supervisors.
- Assisted in the research and development of innovative initiatives to combat environmental crisis through technology and sustainable development into a report.

PROGRAM ASSISTANT

DEVELOPING 8 (D-8) HEALTH AND SOCIAL PROTECTION SECRETARIAT NIGERIA | July 2018 to July 2019

- Provided of administrative, financial and HR support to the Program
- Organised and co-ordinated the Inaugural Consultative Meeting event for the launch of the programme office
- Facilitated all internal and external communication and provided information management support to focal persons from D-8 Member countries.
- successfully maintained proactive relationships with counterparts and colleagues from governmental organisations, donors partners, civil society professionals, INGO agencies and other partners.
- Efficiently and discreetly managed senior management schedule and brief preparations for high level meetings.
- Coordination of all program meetings; preparation of minutes, progress tracking and implementation on action points.
- Provision of administrative support to program officers in program development, strategic document design, presentations, research reports and other reports.

ADMINISTRATIVE OFFICER

HSE STRATEGY DEVELOPMENT LTD. | JAN 2018- JUL 2018

DATA ANALYST - INTERN

INSTAGAS LTD. NIGERIA | AUG 2016- SEP 2017

- Assistance in the Design of haulage operations, and supply chain management using data driven software.
- Assisting other staff with market research, proposal preparation, PowerPoint presentation development and related assigned work.
- Conducting clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Developed a social media strategy and marketing campaign for company launch
- Spearheaded a viral marketing campaign for the launch of the company