

IBRAHIM MUNTAKA

Nigerian | 11 Yusuf Barde Road, Dutsen Reme, Funtua, Nigeria | +2348062550156
ibrahimmuntaka.work@gmail.com | [Linkedin](#)

SUMMARY

- Energetic self-starter with experience in Administrative duties and Project Management.
- Excels in providing outstanding client services, skilled with data entry, internet research, time management, and problem-solving skills.
- Currently working part-time as an Executive Assistant.
- Have experience with transcription and translation.

EDUCATION

ALX & Mastercard Foundation - Online Course
Virtual Assistant Certificate

August 2024 - October 2024

Ahmadu Bello University – Zaria, Nigeria
BSc. Textile Science and Technology

November 2009 – November 2014

WORK EXPERIENCE

Project Manager (Contract)

October 2023 – January 2023

ISBAJA Nigeria Limited – Katsina, Nigeria

- Planned and supervised the free installation of 1,000 Sato Toilets in homes across 8 Local Governments of the state.
- Successfully negotiated great prices for the raw materials resulting in a reduction in the project's overall cost.

Executive Assistant

June 2017 – Date

Maize Association of Nigeria (MAAN) (Part-Time) – Katsina, Nigeria

- Skillfully managing administrative responsibilities for the association including incident reports, flow of information, handling of confidential information, organizing meetings, and taking minutes. Received outstanding feedback ratings.
- Serving as the State's number one customer care representative handling any complaints and questions from members and customers alike.

Classroom Teacher (NYSC Attached)
2016

November 2015 – November

Nawaruddeen Grammar School – Offa, Nigeria

- Taught 250+ Senior Secondary School students the English Language and greatly improved their English proficiency setting them up for a greater chance of academic success in life.
- Greatly improved the interest of students in learning the English Language by creating various fun games and activities making the students eager to learn.

VOLUNTEER ACTIVITIES

Classroom Teacher (NPOWER VOLUNTEER)

October 2018 – October 2020

Government Pilot Secondary School – Bakori, Nigeria

- Taught 1000+ Junior Secondary School Students Mathematics. Helped most of the students break the language barrier and understand several mathematics functions and terms.
- Provided a fun learning environment where students are not afraid to ask questions no matter how ridiculous or confusing. Commended as one of the best Mathematics Teachers the school ever had.

SKILLS

Verbal and Written Communication
Flexibility and Adaptability

Strategic Planning
Proficiency in Several Technical Tools

Project Coordination

INTERESTS

Sport and Fitness

Alternative Energy

Philanthropy

LANGUAGES

Hausa – Native

English – Fluent