

OTARU IBRAHIM

No. 626 Mobolaji Johnson street Apo, Abuja

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Phone number: +2348136089815.

PERSONAL DATA

DATE OF BIRTH: 23rd NOVEMBER, 1997

STATE OF ORIGIN: KOGI STATE

LOCAL GOVT. AREA: OKEHI

NATIONALITY: NIGERIAN

SEX: MALE

OBJECTIVE

Looking for a graduate entry role where I can learn and grow as a professional, whilst also contributing to the growth of the organization, using skills gained through my five-year study as a Statistics student at the Federal University of Technology Minna (FUTMINNA) and work experience at the Independent National Electoral Commission (INEC) Headquarters, Dubai Care Philanthropic School and Outsource Global Technology Limited.

EDUCATIONAL QUALIFICATION

Federal University of Technology Minna, Niger State.

(2015 – 2021)

BTech. Statistics

Success Secondary School Igarra, Edo State.

(2009– 2014)

Senior Secondary School Certificate

L.G.E.A Model Nursery and Primary School Okene, Kogi State.

(2003 – 2008)

Primary School Certificate Examination

WORK EXPERIENCE

(2022 – Date)

[NYSC and Now a Staff] Outsource Global Technology Limited.

In this role, I'm working as a customer service representative.

My role included:

1. Having a good knowledge about the product and service.
2. Being able to acknowledge and address customers concerns accordingly.
3. Communicate with customers through various channels.
4. Ensuring customer satisfaction and provide professional customer support.

In my time here, I'm able to improve how I relate with people as dealing with customers has broaden my knowledge on how people react to different situations thereby improving my customer service skills.

(2021)

Dubai Care Philanthropic School.

In this role, I'm working as a customer service representative.

My role included:

1. Tutoring students mathematics
2. Mathematics Head Tutor
3. A Head Class Teacher

In my time here, I was able to build good team bonding with my fellow staff, learn time management, and how to better attend to students.

(2019 - 2020)

[IT] at Independent National Electoral Commission (INEC) Headquarters, Abuja

I worked as a secretary in the voter registration department.

My role included:

1. To file reports
2. To type, prepare and collate reports.
3. To prioritize workload.

In my time here, I developed several key skills such as attention to detail and good time management.

PROFFICIENCE

- ❖ Microsoft words
- ❖ Microsoft Excel
- ❖ Power Point
- ❖ Google Sheet

HOBBIES

- ❖ Event planning
- ❖ Traveling
- ❖ Learning new skills.
- ❖ Reading
- ❖ Meeting new people.

REFERENCES

CAPT. SULEIMAN IDRISKING

Entrepreneur

08034225954

ALH. MUHAMMED OTARU

Public Servant

08037021997