



# OKAH .A. SAMUEL

## PROFILE

A strategic planner with managerial background and forward-thinking skills. History of organizational priorities, resource planning and analyzing data. A diligent and methodological leader with project managerial experience.

Organized and dependable candidate at managing multiple priorities with a positive attitude.

Willingness to take on added responsibilities to meet team goals.

## CONTACT

### PHONE:

07030650977, 08092292974

### WEBSITE:

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### EMAIL:

okahsamuel@yahoo.com

## HOBBIES

1. Social gatherings
2. Music
3. Traveling
4. Playing games

## LANGUAGE

English (Fluent)

Yoruba (Basic)

Hausa (Working Knowledge)

## REFEREES

Available on request.

## WORK EXPERIENCE

### Business Operation Manager

September 2019 – Current

#### Kal Kreatif Promotions Limited

- Managing of overall operations to ensure effective and successful management of labor and productivity.
- Liaising with operation managers on quality control and safety measures as established by management.
- Ensuring compliance of existing policies and applicable laws.
- Monitoring of financial data and recommend solutions that will improve profitability.
- Negotiated agreements with diverse parties to support strategic plan.

### Independent Monitoring Consultant

March 2017 – March 2019

#### Growth and Employment (G.E.M)

- Conducted spot-check visit to selected grantees.
- Improvising project management and process planning to better adapt to contextual and risk factor.
- Ensuring accountability to access whether the project is being effectively, appropriately and efficiently executed by reviewing set milestone for the each business.
- Reviewed existing data source quality and collection methods and collaborate with partners to address gaps.
- Prepare monthly unit sub-report.

### Database Administrator (IT Support)

April 2016 – August 2016

#### Nigerian Professional Forum (N.Y.P.F)

- Creating database for new applicants and managing database for prospective clients.
- Maintained constant supervision and monitoring of the company's data and equipment.
- Design and developed analytical data structures.
- Managed the social media accounts such as; Facebook, Twitter, Instagram while attending to enquiries.
- Planned and implemented security measures to safeguard vital business data.

**Assistant Project Analyst  
YouWiN! Secretariat**

October 2013 – December 2015

- Conduct spot-check visit to awardees.
- Draw up monitoring and supervision templates to capture specific objectives of the exercise.
- Collated performance report and produce forecast to ascertain areas of business profit and growth.
- Reviewing of monitoring queries and escalating issues that requires attention of the head of unit.
- Present findings at quarterly board meetings, making recommendations for improvements and acting as an M & E consultant executive.
- Define project scope, milestones and task collection to establish and maintain clear progress plans.

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**EDUCATION AND CERTIFICATION**

**PGD, Business Administration**

October 2020 - Current

National Open University, FCT Abuja, Nigeria.

**Human Resource Management Certification (Diploma)**

May, 2019

Technology Resource Solutions Limited

**Monitoring and Evaluation Certification**

October, 2017

Piston and Fusion, FCT Abuja

**Project Management Certification**

February, 2014

Global Project Management College, Lagos

**Bachelor of Arts, English and Literary Studies**

March 2007 – October 2011

Ahmadu Bello University, Samaru Zaria, Kaduna

Second Class (lower division).

**Computer Studies and Desktop Publishing (Diploma)**

September – November 2007

Obic Computer College, Osun State.

**Secondary School Certificate**

February 2000 – June 2006

Victory Secondary School, Sabo Zaria Kaduna

**First Leaving School Certificate**

1995 - 2000

Aviation Primary School, Zaria, Kaduna State

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**ACCOMPLISHMENT**

- Facilitated as a trainer in the YouWiN! Connect sanitization program in Jigawa, Gombe and Yobe State in 2017
- Facilitated in developing of work organizational structure for Kal Kreatif Promotions Ltd
- Facilitated the certification of one of her finished products by Standard Organization of Nigeria (S.O.N)
- Created Standard Operating Procedures as recommended by SON and NAFDAC

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**OTHER SKILLS**

- Microsoft Office Packages; Word, Excel, PowerPoint.
- Highly skilled in general computer usage and IT
- Organizational ability
- Strategic planning
- Production reporting and report writing.
- Communication skills.
- Team work
- Flexibility