

IBRAHIM TUKUR

Address: DSS resident, behind LG secretariat GRA keffi, Nasarawa state

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Professional Summary

A highly organized and results-driven with a Bachelor degree and experience providing high-level IT administrative support to executives, managing digital marketing campaigns, and overseeing social media presence. Proficient in handling calendars, scheduling, and drafting communications while also leveraging social media expertise to enhance brand visibility. Goal-oriented software developer brings strong commitment to collaboration and solutions-oriented problem-solving skills. Adept at proposal development, and collaborating with stakeholders to achieve organizational goals. Known for multitasking and maintaining confidentiality in fast-paced environments.

Core Competencies

- Executive Administrative Support
- Strong communication
- Adapting to changing situation
- Maintaining Confidentiality and Handling Sensitive Information Securely
- Grant Writing & Proposal Development
- Calendar & Meeting Management
- Event Coordination & Travel Logistics
- Digital Marketing & Campaign Management
- Stakeholder Engagement & Communication
- Proficient in Data Entry Software, Databases, and Microsoft Office Suite
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Social Media Platforms (Instagram, Twitter, Facebook, LinkedIn, Github)
- Time Management & Prioritization
- Confidentiality & Discretion

Key Skills

- Proposal Writing
- Executive Calendar & Task Management
- Digital Marketing & Campaign Development
- Microsoft Office Suite (Word, Excel, PowerPoint,)
- Content Creation & Copywriting

- Stakeholder Communication & Engagement
- Time Management & Prioritization
- Coordination & Planning
- Confidentiality & Professional Discretion
- Research and Problem solving
- Cyber security(Penetration testing, Encrytion, Phishing protection)
- Incident response
- Flexibility
- Data analysis and Data entry
- Typing skills
- Teaching
- Programming (Web and App development)
- Supervisory and Leadership
- Technical and Documentation

Professional Experience

Executive Administrative Assistant & Marketing

Qvoteach Software Solution | 2022-2023

- Provide comprehensive administrative support to the executive team, managing schedules, organizing meetings, and handling all correspondence.
- Draft reports, presentations, and proposals for executive meetings, ensuring accurate and timely information delivery.
- Track market analytics and engagement metrics, refining content strategies to enhance audience reach and optimize campaign effectiveness.
- Liaise with stakeholders and vendors, ensuring seamless communication and project execution.

Supervisor

Nigerian Tulip International Collage, Kano(NTIC) | 2018 – 2020

- Wellbeing of student
- Academic performance
- Islamic morality
- Academic discipline
- Counseling

NIMC Data entry officer

NIN e-Library Keffi | 2018 – 2020

- Enrollment
- Collection of data and data entry

Computer Teacher and Trainer

e-Library Keffi | 2018 – 2020

- I taught desktop publishing which include Microsoft's word, excel, PowerPoint, Corel draw.
- I taught database management system
- I taught coding using HTML5 and CSS on how to build a website

UX Designer

Qvotech Software Solutions | 2018 – 2020

- Discuss on application design and how to make it well responsive
- App interface experience, checking we meet up with client request
- App stability

Front End Developer

Qvotech Software Solution | 2018 – 2020

- Built and styled new mobile friendly responsive website
- Discussed site ad app requirements with clients to produce actionable development plans.
- Engaged with client to plan and optimize site issues ad queries
- Coded websites using html, css3, JavaScript and React

Voluntary Biology Teacher

Government Girls Day Arabic Secondary School, Sokoto North, Sokoto State | 2018 – 2020

- Assisted with administrative functions, including managing executive schedules, drafting reports, and preparing documents.
- Worked closely with the head of department to really know how to give the best when it comes to give a girl child education
- Understanding how female learn when it comes to practical.
- Supported event coordination for board meetings, youth empowerment seminars, and public outreach activities.

Education AND certificates

- **Cyber security**
3MTT | 2024
- **NYSC**
| 2024
- **Bachelor's Degree in Education and Biology**
Usmanu Danfodiyo University Sokoto State | 2023
- **Diploma in Computer Proficiency**
ICT Training Institute, e-librarly Nasarawa State | 2022
- **Certificate of voluntary Teaching**
Ministry for Basic and Secondary Education, Sokoto State | 2019 – 2021

- **Diploma in Desktop Publishing**
MEGABYTES BLUECHIP TECHNOLOGIES, Keffi Nasarawa State | 2017
- **WAEC and NECO**
SSCE | 2015
- **Junior WAEC Certificate**
Kese Academy Keffi, Nasarawa State | 2023
- **Testimonier**
Community Nursery and Primary School, Asokoro Abuja | 2003 – 2009

BIO DATA

Date of Birth: 29th september 1997

State of Origin: Sokoto State

LGA: Sokoto North

Nationality: Nigerian

Religion: Islam

Language: English, Hausa

Sex: Male

Health status: Fit

Hobbies: Reading, Gaming, Travelling