

ATABO SULEIMAN

Supervisor | Event Coordination | Operations Support
Abuja, Nigeria | 0813 2457 109 | atabosuleiman@gmail.com

PROFESSIONAL SUMMARY

Organised and responsible professional with over ten years of experience coordinating programmes, working with people, managing daily responsibilities, and communicating with different stakeholders. Experienced in planning and supporting educational activities, hosting and coordinating a student science symposium, maintaining records, following procedures, and solving issues as they arise. I work well with teams, pay attention to detail, and take responsibility for completing tasks properly and on time. I am interested in bringing these skills to event setup, rental operations, staff coordination, client service, and reporting at DeChis Events and Rentals Services.

KEY SKILLS

- Team supervision and task allocation
- Event coordination and onsite support
- Client and stakeholder communication
- Daily activity planning and follow-up
- Equipment and material organisation
- Inspection, documentation, and record keeping
- Problem solving and escalation of issues
- Basic sales, expense, and activity reporting
- Time management and deadline control
- Professional conduct, teamwork, and attention to detail

PROFESSIONAL EXPERIENCE

Founder / Programme Coordinator

2024–Present

Atabo Learning Hub

- Plan and coordinate online classes, private tutoring, and educational programmes from preparation through completion.
- Communicate schedules, responsibilities, and updates to students, parents, tutors, and other participants.
- Manage registrations, programme information, customer enquiries, and follow-up activities.
- Coordinate people and activities to ensure programmes run smoothly and participants receive timely support.
- Handle feedback and operational issues professionally and refer important concerns when necessary.

Chemistry and Mathematics Teacher

2024–Present

Excellence International Schools, Jalingo, Taraba State

- Plan daily lessons and coordinate classroom activities involving students and other staff.
- Manage groups of students, maintain order, and ensure assigned tasks are completed.
- Communicate with parents, colleagues, and school stakeholders about activities and concerns.
- Keep records, monitor progress, meet deadlines, and work with colleagues to achieve shared objectives.

Chemistry Teacher

January 2021–August 2023

Semait School of Basic Medical Studies, Minna, Niger State

- Supported the delivery and coordination of remedial and examination-preparation programmes.
- Managed student activities, monitored progress, maintained records, and communicated with management and parents.
- Handled day-to-day issues calmly and helped students remain focused on programme requirements.

Mathematics Teacher

May 2020–December 2020

Trinity International College, Idah, Kogi State

- Organised lessons and supported school activities in collaboration with colleagues.
- Communicated clearly with students and stakeholders and maintained a professional working environment.

EVENT COORDINATION EXPERIENCE

Host / Coordinator

July 2022

Secondary School Science Symposium, Idah

- Hosted and coordinated a student science symposium.
- Supported participant mobilisation, communication, scheduling, and general event activities.
- Engaged with participants and stakeholders and helped address issues during the event.

ADDITIONAL EXPERIENCE

Chemistry and Mathematics Examiner / Marker

Approximately 3 years

West African Examinations Council (WAEC)

- Reviewed examination scripts carefully according to established procedures.
- Worked accurately, confidentially, and consistently as part of a structured team.

Industrial Trainee (SIWES)

2021 | Six months

Heartland Diagnostic Center, Minna, Niger State

- Worked in a laboratory environment where careful handling of materials, equipment, procedures, and records was required.
- Used a microscope, electrophoresis apparatus, and spectrophotometer and recorded practical observations accurately.

EDUCATION

- **Master of Public Health (MPH), Epidemiology** — Ahmadu Bello University, Zaria | In progress
- **B.Tech Biochemistry, Second Class Upper Division** — Federal University of Technology, Minna | CGPA: 3.96/5.00 | 2023
- **West African Senior School Certificate Examination (WAEC)** — Saint Peter's College, Idah | 2015

ACHIEVEMENTS AND LEADERSHIP

- Founder of Atabo Learning Hub.
- Hosted and coordinated a Secondary School Science Symposium in Idah in 2022.
- President, JETS Club, Saint Peter's College, Idah (2013–2015).
- Winner of a Chemistry State Medal at the 2015 Maths and Science Olympiad.

DIGITAL SKILLS

Microsoft Word, Excel, PowerPoint, Power BI, SPSS, Python, WhatsApp Business, Google Classroom, online programme coordination, and digital communication.

REFEREES

Professor Rabiat U. Hamza — Senior Lecturer, Department of Biochemistry, Federal University of Technology, Minna
rabiola@futminna.edu.ng | 0803 591 1608

Dr Benjamin Akoh — West Virginia University, USA
akohbenjamin3@gmail.com | +1 681-285-0399