

BELLO ISIAKA BELLO

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PROFESSIONAL SUMMARY

Results-oriented IT and Operations Specialist with a B.Sc. in Computer Science & Information Technology. Combines technical mastery of network infrastructure, systems administration, and data management with a proven track record in financial asset management, procurement strategy, and real estate operations. Expert at leveraging data analytics, process optimization, and cross-functional leadership to drive operational efficiency, revenue growth, and regulatory compliance.

CORE COMPETENCIES & TECHNICAL SKILLS

- Data Analysis & Operations:** Quantitative Research, Process Optimization, Workflow Auditing, Capacity Planning, Performance Metrics, Data Visualization
- IT Infrastructure & Systems:** Network Administration (Cisco/Huawei Certified), Hardware/Software Troubleshooting, Database Management (SQL/Microsoft Access), Systems Integration, Cyber Hygiene
- Operations & Management:** Procurement Strategy, Supply Chain Management, Inventory Control, Vendor Management, Risk Mitigation, Client Relationship Management (CRM)
- Digital Tools & Software:** Microsoft Office Suite (Advanced Excel/PowerPoint), Digital Marketing Analytics, CRM Systems, Social Media Automation Tools

PROFESSIONAL EXPERIENCE

Investment Sales Officer | First Asset Management

2026 – Present

- Drive business development and client acquisition strategies, consistently meeting and exceeding high-value asset management targets.
- Manage complex client portfolios by delivering tailored wealth management solutions, financial reporting, and clear investment communications.
- Conduct comprehensive market research and risk analysis to identify emerging opportunities, directly contributing to portfolio expansion and client retention.

IT Support Specialist | Dependable International School

Jan 2026 – May 2026

- Directed end-to-end IT infrastructure support, maintaining network hardware, server systems, and software configurations to ensure 99% operational uptime.
- Optimized administrative workflows by deploying automated data entry frameworks and secure digital communication systems.
- Resolved complex technical bottlenecks across departments, minimizing system downtime and maintaining continuous academic productivity.

Order Fulfillment & Procurement Manager | JEKA Eat

2025 – 2026

- Streamlined end-to-end procurement and supply chain workflows, achieving measurable cost reductions through strategic vendor negotiations.
- Coordinated multi-channel order fulfillment operations, maintaining high customer satisfaction ratings through logistics optimization.

- Oversee inventory lifecycle management using data-driven demand forecasting to eliminate stockouts and optimize resource allocation.

Operations & Property Manager | DIS Homes

2024 – 2025

- Directed daily property operations and facilities management, ensuring high asset value retention and overall tenant satisfaction.
- Supervised administrative personnel, maintenance teams, and security staff to ensure continuous operational efficiency and compliance with safety standards.
- Managed tenant lifecycle workflows, lease agreement drafting, and rent collection processes while resolving complex dispute queries.
- Negotiated vendor contracts and streamlined facility supply procurement, significantly lowering overhead costs via strategic local sourcing.

Social Media Manager & Sales Representative | Gidan Kaftan Textiles

2023 – 2024

- Executed targeted digital marketing campaigns that increased brand visibility and engagement across digital sales channels.
- Converted digital engagement into high-converting sales funnels through proactive, consultative sales outreach.
- Leveraged audience analytics and automation tools to optimize content distribution schedules and maximize organic conversion rates.

EDUCATION

National Youth Service Corps (NYSC)	2024 – 2025
Federal University Dutsin-Ma, Katsina State <i>B.Sc. Computer Science & Information Technology (Second Class Honours, Upper Division)</i>	2019 – 2023
Best Solution International School <i>Senior School Certificate Examination (SSCE)</i>	2013 – 2019
Best Solution International School <i>First School Leaving Certificate (FSLC)</i>	2007 – 2013

PROFESSIONAL CERTIFICATIONS

- **Diploma in Computer Studies** – Binary Craft
- **Certificate in ICT Skills** – Cisco Networking Academy
- **Certificate in ICT Skills** – Huawei ICT Academy
- **Certificate in Computer Skills** – Skill Acquisition Program

REFERENCES

Available upon request.