

MAHMUD ADAM

6, Odubote Street, Ogolonto, Ikorodu Road, Lagos State
Tel: 08149765511, E-mail: adammahmud609@gmail.com

PROFILE SUMMARY

Organized and results-oriented professional with knowledge of administration, logistics management, sales, and customer service. Skilled in coordinating tasks, maintaining records, communicating with clients, supporting logistics operations, and building positive customer relationships.

PERSONAL DATA:

Date of Birth:	22 nd February, 1990
State of Origin:	Niger State
Local Govt. Area:	Bida Local Govt. Area
Sex:	Male
Marital Status:	Single
Religion:	Muslim
Nationality:	Nigerian

EDUCATION

- | | |
|--|-------------|
| * University of Abuja, Abuja
B.A. Theatre Arts | 2015 - 2019 |
| * God's Will Secondary School, Lagos State
Senior Secondary School Certificate | 2004 - 2009 |

CERTIFICATION

- * Procurement and Logistic Certificate
- * Disaster Ready.Org August, 2024
- * McKinsey FORWARD PROGRAM
- * McKinsey & Company April, 2024
- * Basic Marketing and Sales Techniques
- * Small and Medium Enterprises Development Agency Nigeria. (SMEDAN) August, 2022
- * Story telling in business
- * Nigeria Export Academy. (NEXA) March,2022

WORKING EXPERIENCE

- | | |
|---|-------------|
| * Ministry of Culture and Tourism, Enugu State
National Youth Service Corps | 2019 – 2020 |
| * VEEZE Premium Water
Post Held: Administrative Assistant | 2020 – 2023 |

Duties:

- * Supported the Operations Manager and office staff with daily administrative tasks
- * Assisted in maintaining production schedules, purchasing supplies and coordinating with vendors

- * Utilized the basic problem-solving skills to address challenges involving employees, customers and staff
- * Ensures and maintains confidentiality of all communication and documentation

* **Halogen Group of Company**
Post Held: Security Officer

2023 - 2026

Duties:

- * Maintained a high level of vigilance and professionalism while protecting company personnel and assets.
- * Monitored activities and identified potential risks, irregularities, and security concerns.
- * Prepared and maintained incident reports and relevant documentation.
- * Interacted professionally with staff, clients, and visitors.
- * Followed organizational policies, procedures, and operational standards.
- * Demonstrated reliability, confidentiality, discipline, and the ability to work effectively under pressure.

SKILLS

- * Public relation, Graphic design, MS words, Power point, Customers Relation, Problem solving, Story-telling, Creative Artist, Administrative, Procurement, Customer service
- * Project management, Fleet management, Warehouse, Asset Management, logistic.