

ABDULRAHIM IBRAHIM

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PERSONAL INFORMATION:

Date of Birth:	4 th December 2000
State of Origin:	Edo State
Local Govt. Area:	Estako West LGA
Town:	Auchi
Village:	Agbede
Place Of Birth:	Edo State Central Hospital (Specialist)
Marital Status:	Single
Next of Kin:	Nana Abdulrahim
Number of Next of Kin:	08066857022
Nationality:	Nigerian
Gender:	Male

CAREER OBJECTIVE:

To find a challenging position that will enable me to express my abilities, knowledge and skills, and to become a solution provider and great team player in a reputable organization while aligning career aspirations and growth with the organization's vision and mission.

CORE COMPETENCIES:

Great attention to detail, ability to work with/manage people, produce desired result in short period of time, a great team player and facilitator of team work, Strong leadership skill, excellent communication and interpersonal skills, excellent writing skills, produce desirable result with minimal supervision, high level of integrity and ethics, Expert knowledge in the use of Computer software innovative and creative.

SKILLS:

- Strong analytical and problem solving skill
- Highly proficient in computer packages and Microsoft office suite (words, Excel, power point and the likes).
- Very good communicating and interpersonal relationship with people
- Attention to details
- Humble and Polite

EDUCATION:

- UNIVERSITY OF ABUJA, F.C.T, ABUJA, NIGERIA. 2023
B.sc. Chemistry (Second Class Honors, Lower Division)
- EDO DEMONSTRATION HIGH SCHOOL, BENIN CITY. 2016
Senior Secondary School Certificate (SSCE)
- CORPORATE HIGH SCHOOL, BENIN CITY, EDO STATE 2011
First School Leaving Certificate (FSLC)

WORK EXPERIENCE:

ORGANISATION: NEXUS GLOBAL SHELTERS LIMITED (REAL ESTATE)

Location: Gudu, Abuja, Nigeria

Position: Human Resources

Sept. 2017 – July 2022

- Maintain employee records, contract and confidential data.
- Promote a positive workplace culture and organizing initiatives to boost employee morale which led to 10% increment in revenue.
- Act as a bridge between management and employees, ensuring organizational goals align with employee well-being, specific duties vary by role, company size and industry.

ORGANIZATION: FLUTTER WAVE

Location: Masushi, Abuja, Nigeria

Position: Human Resources

Nov. 2023 – Aug. 2024

- Oversee Employee, evaluation, promotion and performance improvement plans.
- Manage payroll, salaries, bonuses and benefit like health insurance and retirement plan which led to 15% increment in revenue.
- Oversee production schedules, supply chain and facility operation to meet output goals.

ORGANISATION: GIGM

Location: Utako, Abuja

Position: Executive Assistant To Fleet Manager (NYSC)

Sept. 2024 – July 2025

- Calendar, Schedule & Communication Management

Serve as the primary gatekeeper for the executive, managing complex calendars, prioritizing meetings,

- Anticipate needs, resolve scheduling conflicts, and ensure the executive focuses on strategic priorities like business expansion, route optimization, or partnerships in the mobility sector.

- Handle logistics for site visits to terminals, investor meetings, or industry events while managing related expenses and reimbursements

ORGANISATION: BOLT NIGERIA

Aug. 2025

Location: Lekki, Lagos

Position: HR / Admin Officer

- Support talent needs, job descriptions, candidate profiles, and collaborate with recruiters for quality hiring and strong candidate experience.
- Lead or support performance reviews, talent development, and succession planning which lead to 40% increases in the company performance .
- Handle employment relations in line with Nigerian labor law, including disciplinary issues and conflict resolution and this lead to 50% reduction in the company loss.

REFEREES:

Available on request

