IBRAHIM UMAR MUSA

WAREHOUSE SUPERVISOR | INVENTORY | LOGISTICS | OPERATIONS

Phone: 08032111262 | Email: ibrahimumar1262@gmail.com | Kano, Nigeria

PROFESSIONAL SUMMARY

Dedicated and results-driven **Warehouse, Inventory and Operations professional** with practical experience in storekeeping, stock control, production operations, materials handling, quality control, record keeping, team coordination, and workplace safety. Currently working as a **Parboiling Operator at Azman Rice Mill**, with hands-on experience monitoring production processes, equipment, product quality, operational records, and safety procedures. Previous experience as a Store Keeper, Supervisor, Cashier, and POS Operator has developed strong capabilities in inventory monitoring, receiving and issuing stock, physical stock counting, documentation, accountability, and daily operational coordination.

CORE COMPETENCIES

Warehouse Operations • Inventory & Stock Control • Store Management • Supply Chain & Logistics • Stock Receiving & Issuing • Physical Stock Counting • Materials Handling • Inventory Documentation • Stock Reconciliation • Goods Storage & Organization • Production Operations • Team Supervision • Staff Coordination • Quality Control • Safety & Compliance • Record Keeping & Reporting • Equipment Monitoring • Problem Solving • Microsoft Excel • Time Management

PROFESSIONAL EXPERIENCE

PARBOILING OPERATOR — Azman Rice Mill, Nigeria | June 2025 – Present

• Operate and monitor rice parboiling machinery to support efficient production operations.

• Monitor production processes and ensure smooth movement of materials and products.

• Conduct routine equipment checks and report operational or maintenance issues.

• Support basic troubleshooting and routine maintenance activities.

• Monitor product quality throughout the production process.

• Maintain accurate production and operational records.

• Follow health, safety, hygiene, and quality-control procedures.

• Coordinate with team members and supervisors to maintain efficient workflow.

• Support proper handling, movement, and organization of rice and production materials.

• Maintain clean, safe, and organized work areas.

POS OPERATOR & COMMUNICATION CENTRE ATTENDANT — Azare | 2021 – 2022

• Processed POS transactions accurately and maintained daily records.

• Handled cash and electronic transactions responsibly.

• Assisted customers with payments and communication services.

• Maintained accurate documentation and records.

• Used digital tools to support daily operations.

INDUSTRIAL ATTACHMENT – HEALTH EDUCATION — Ardoo Standard Hospital, Azare | 2021 – 2022

• Supported routine departmental activities and documentation.

• Assisted with record keeping and communication activities.

• Worked according to established procedures and professional standards.

CASHIER — Daubaji Mini Supermarket, Kano | 2019 – 2020

• Processed customer transactions accurately and efficiently.

• Maintained daily sales, cash, and transaction records.

• Supported stock monitoring and identification of product shortages.

• Assisted with product arrangement and general store operations.

STORE KEEPER — Ramad Table Water, Azare | 2017 – 2018

• Received, organized, stored, and issued stock.

• Monitored stock levels and reported shortages or discrepancies.

• Maintained stock-movement records and supported physical stock counting.

• Ensured goods were properly arranged for identification and access.

• Supported proper product handling to minimize damage and wastage.

SUPERVISOR — Ramad Ice Cream, Azare | 2013 – 2015

• Coordinated daily activities and supervised workers.

• Monitored assigned tasks and ensured completion on time.

• Maintained communication between team members and management.

• Assisted with stock monitoring and product handling.

• Reported significant operational issues to management.

EDUCATION

Diploma in Health Education and Promotion — Aminu Saleh College of Education, Azare | 2019 – 2022

Senior Secondary School Certificate (SSCE) — Government Day Secondary School, Nasarawa Azare | 2016 – 2019

CERTIFICATIONS & PROFESSIONAL TRAINING

• Supply Chain Management and Logistics: Operations, Transportation, and Global Strategy — Cursa | 2026

• PMP Certification Full Course — Cursa | July 2026

• Project Management for Managers — Cursa | 18 July 2026

• Digital Marketing — Cursa | 26 July 2026

• Financial Planning for Small Businesses — Cursa | 30 July 2026

• Ultra Focus (Time Management) — Nigerian Youth Academy / Federal Ministry of Youth Development | 2026

ADDITIONAL TRAINING

Digital Nigeria – Managing My Business • EVAGREEN Skills Acquisition Training • TVET Mechanised Agriculture – Mechanics/Operations • Computer Operations & Digital Skills • Monitoring & Evaluation Training • Microsoft Excel & Spreadsheet-Based Inventory Management

TECHNICAL SKILLS

Microsoft Excel • Microsoft Word • Google Sheets • POS Systems • Digital Record Keeping • Spreadsheet Data Entry • Basic Computer Operations • WhatsApp & Email • Inventory Documentation • Production Records

KEY STRENGTHS

Team Leadership & Coordination • Attention to Detail • Accountability • Problem Solving • Stock Accuracy • Organization • Reliability • Time Management • Communication • Ability to Work Under Pressure • Fast Learning • Safety Awareness

LANGUAGES

English: Good Working Proficiency | **Hausa:** Fluent

REFERENCES

Maircel Goduwin Iliya — Head of Maintenance, Azman Rice Mill

Suleman Shehu — Maintenance Supervisor, Azman Rice Mill

Musa Umar Muhammad — CEO, Musa Umar Trucking Service Company