MY Resume

* Professional Profile A dynamic, dependable, quick learning self-motivated and goal motivated BSc graduate with a background in Economics to help with effective and efficient organisational management. Open to new ideas and development, with a conviction in the result of hardwork, Focused on developing innovative solutions to add business value to a product or service. An exceptional person with excellent interpersonal and communication skill
* **http://www.jobsara.com/image/skills.png Key Skills**
* MS Word and MS Excel Employee Communication Customer Communication Time Management Team Works – Lombardi Flexibility Multi-Task Learning
* **http://www.jobsara.com/image/company.png Present Industry Information**
* Designation

PROCUREMENT OFFICER

* Industry Type

Education / Training / Teaching / Academics/Government Agency1

* Functional Area

Buying / Purchase / Procurement / Vendor Management

* Work Level

Entry Level

* Notice Period

15 Days or less

* **http://www.jobsara.com/image/workexp.png Work Experience**
* **PROCUREMENT OFFICER**

*TERTIARY EDUCATION TRUST FUND (TETFund)*

*Abuja Capital Territory, Nigeria*

July 2014 - August 2015 (1 Year )

**Job Profile**  
A dynamic, dependable, quick learning self-motivated and goal motivated BSc graduate with a background in Economics to help with effective and efficient organisational management, responsible for;

* + Carrying out market surveys
  + carrying out bid processes
  + Inventory management (creation of Inventory Management Software)
  + General Administrative duty
  + Writng of LPO's (Local Purchase Order), SRV's(Store Receipt Voucher) and SIV's(Store Issue Voucher)
  + Attending to External Auditors from the Office of the Auditor General of the Federation
* **http://www.jobsara.com/image/education.pngEducation**
* **Bachelor of Arts**

Economics

*BINGHAM UNIVERSITY, Nasarawa, Nigeria*

2013

* **http://www.jobsara.com/image/certificate.png Training And Certifications**
* **CISCO CCNA NETWORKING Fundamentals**

*CISCO, Bingham University ICT, Nasarawa, Nigeria*

May 2011 - October 2013

* **http://www.jobsara.com/image/certificate.png Computer / IT Skills**
* **Skill Name:** MS Word MS Excel

**Last Used: 2017**

**Experience: 12.0 Years**

* **http://www.jobsara.com/image/personal-detials.png Personal Details**
* Age: 23
* Gender: Male
* Nationality: Nigerian
* Religion: Christianity
* Marital Status: Single
* Driving License Received From: Nigeria
* Visa Status: Citizen
* **http://www.jobsara.com/image/certificate.pngLanguages Known**
* **Language: English**