

Mustapha Mohammed Nasir

BUSINESS DEVELOPMENT SPECIALIST/PROJECT MANAGER



No 5 Aliyu Mohammed
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mustapha mohammed nasir



28th November 1992



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Focused Professional adept at planning, directing and maintaining continuous operations in various departments with experience in directing employees and keeping efficient production in accordance with quality standards. Applying creative and analytical approach to operations for continuous process improvement aimed at identifying or anticipating problems and providing solutions.



Education

2020-02 - 2022-10

Master of Science: Management

Baze University - Abuja,Nigeria.

Relevant courses studied : Organizational Behavior -Economic theory - Quantitative Methods -Environment of Business - Environment of Business - Rewards and Compensation - Corporate Policy and Strategy -Human Resource management - Management Theory -International Business - Management Information Systems -Global Economic Environment.

2016-08 - 2019-06

Bachelor of Science: Business Information Technology

Limkokwing University of Creative Technology - Cyberjaya, Malaysia.

CGPA: 3.73/4.00

Second Class Upper

2003-08 - 2009-08

Senior Secondary Certificate

International Secondary School, ATBU, - Bauchi, Nigeria.

1997-01 - 2003-02

Primary School Leaving Certificate

Fariah Foundation School - Bauchi,Nigeria.



Skills

MS OFFICE 365

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Excellent

Systems Installation, Configuration and Upgrading

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Excellent

System Architecture

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Excellent

Product development

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Excellent

Project Management

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 Teamwork and Collaboration


Work Experience

Project Manager

Ideal Business investment Limited, Abuja, Nigeria.

- Maintained relationships with material vendors to lower costs and diversify capabilities.
- Met project deadlines without sacrificing quality or workplace safety.
- Updated operational methods and oversaw accounting procedures for improved efficiency.
- Developed and initiated projects, managed costs and monitored performance.
- Achieved project deadlines by coordinating with contractors to manage performance.
- Managed over 30+ employees.

Business Development Officer

Cyber One Network Systems International Limited, Abuja, Nigeria.

- Delivered campaigns to solidify new client opportunities and generate new business.
- Strategized with sales team to prospect and qualify potential customers within assigned geographic territories.
- Consistently exceeded quotas through penetration of new accounts.
- Completed and submitted monthly and yearly reports to support executive decision making.
- Performed client research and identified opportunities for account growth, account penetration and market expansion.

Junior IT Officer (NYSC)

Federal Ministry Of Transportation, Abuja, Nigeria.

- Maintained current software licenses and patched applications to stay up-to-date with latest features.
- Installed and configured software and hardware.
- Managed network security and filtering settings.
- Built and provided basic end-user troubleshooting and desktop support on Windows, Linux and Mac systems.

Junior Web Developer

Nubex Sdn Bhd, Kuala Lumpur, Malaysia.

- Multi-tasked across multiple functions and roles to meet deadlines and organizational expectations.
- Designed, implemented and monitored web pages, plugins and functionality for continuous improvement.
- Developed page layouts and navigation tools that met or exceeded user expectations.
- Implemented Google-based SEO and ad campaigns to meet budget specifications.

Management Intern

Le shaaz, Kuala Lumpur, Malaysia

- Coordinated weekly project team meetings and drafted agendas to increase meeting efficiency.
- Designed a more efficient Excel template to track and manage office personnel calendars and daily meetings.
- Prepared Excel spreadsheets with data used to create visuals such as graphs.

2021-01 - 2022-06

2020-02 - 2020-12

2019-09 - 2020-07

2019-11 - 2020-01

2019-02 - 2019-04

Junior Administrator intern

SWIFT Kuala Lumpur Corporate Services, Kuala Lumpur, Malaysia.

- Streamlined company processes and procedures while enhancing customer satisfaction.
- Directed technological improvements, reducing waste and business bottlenecks.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.
- Responsible for overseeing and supervising the company's activities and employees.



Languages

English

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Excellent

Hausa

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Excellent

Bahasa Malayu

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Good



Accomplishments

- Resolved product issue through consumer testing.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Coordinated weekly project team meetings.
- Designed a more efficient Excel template to track and management progress.
- Completed the Kuje-Shira Project on time and under budget.



Certifications

- Business Analysis & Process Management
- Google Inc. - Fundamentals of Digital Marketing
- UNODC Certificate - Advance Anti-Corruption – Prevention of Corruption
- Management and Strategy Institute – Project Management Certificate
- Management and Strategy Institute - Lean Six Sigma White Belt Certification



Interests

Football, Swimming, Reading



Affiliations

Project Management Institute



Additional Information

UNPUBLISHED THESIS

- **Human Resource Quality Management System, 2019. (Bsc Thesis)**
- **Effect of Human Resource Management Practices On Employee Performance In Federal Capital Development Authority, Abuja, 2022. (Msc Thesis)**



Referees

Ass. Prof. Helen Elena Jekelle
Dean, postgraduate School,
Baze University, Abuja.

Norhayati idris Darwin
Limkokwing University,
Cyberjaya, Malaysia.

Hadiza Shehu Muazu
Managing Partner
Cyber one Systems. Abuja