

IBRAHIM HASSANA OJOCHIDE

Address: Abuja, Nigeria

Phone: 08101042877 | 08158789622

Email: talk2ibrahimhassana@gmail.com

PROFESSIONAL SUMMARY

A highly motivated and dedicated graduate with excellent communication, organizational, and interpersonal skills. Possesses the ability to work effectively both independently and as part of a team while maintaining a high level of professionalism. Quick to learn, adaptable to new environments, and committed to achieving organizational goals through hard work, integrity, and continuous personal development.

EDUCATION

Higher National Diploma (HND) in Biology/Microbiology - Federal Polytechnic Idah, Kogi State | 2023 – 2025

National Diploma (ND) in Biology/Microbiology - Federal Polytechnic Idah, Kogi State | 2019 – 2021

West African Senior School Certificate Examination (WAEC) - Federal Government College, Ugwolawo, Kogi State | 2013 – 2018

First School Leaving Certificate (FSLC) - Lords Comprehensive Nursery and Primary School | 2007 – 2012

WORK EXPERIENCE

Class Teacher - Unity Home High School (2025 – 2026)

- Prepared and delivered classroom lessons.
- Assessed and monitored students' academic progress.
- Maintained classroom discipline and a conducive learning environment.
- Guided and supported students in their academic development.
- Prepared lesson notes, records, and reports as required.

Freelance Administrative Support Officer (2023 – 2025)

- Provided data entry services.
- Handled customer inquiries and chat support.
- Assisted with administrative tasks.
- Delivered quality customer service and issue resolution.

Administrative Assistant - Kogi State Zonal Hospital (2022)

- Performed administrative and clerical duties.
- Managed records, files, and documentation.
- Assisted with data entry and information management.
- Supported daily office operations and staff activities.

Laboratory Assistant (SIWES) - Immanuel Clinic (2021)

- Assisted with routine laboratory activities and procedures.
- Maintained laboratory records and documentation.
- Ensured cleanliness and proper organization of laboratory equipment.
- Supported laboratory personnel in carrying out assigned duties.

SKILLS

- Communication Skills
- Administrative Support
- Customer Service
- Data Entry
- Computer Literacy
- Teamwork and Collaboration
- Time Management
- Problem Solving
- Attention to Detail
- Adaptability and Flexibility

HOBBIES AND INTERESTS

Reading Books, Exploring New Things, Meeting Friends

REFERENCES

Ibrahim Abdulrahman Atadoga (SAN) - 08033334362

Ocheja Usman Shagari - Proprietor, Unity Home High School - 08032969361