
DANJUMA MUSA

House No. 20 Aliyu Babangida Crescent, Life Camp, Abuja | 08149680928 |
danjuma407@gmail.com

SUMMARY

Dedicated and dependable Executive Assistant with vast experience supporting senior and C-level executives through complex scheduling, event coordination, and administrative management. Highly organized with strong attention to detail, accuracy, and time management. Proven ability to multitask effectively and maintain confidentiality in fast-paced environments.

SKILLS

- Operational efficiency
 - Resource allocation
 - Policy implementation
 - Quality control
 - Staff training
 - Project management
 - Customer satisfaction
 - Team leadership
 - Inventory management
 - Safety compliance
 - Problem solving
 - Effective communication
-

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint) || QuickBooks || Data Entry & Database Management || Internet Research & Email Handling || Microsoft Outlook || File Organization Systems || Printing & Scanning Tools || Office Equipment Maintenance

WORK EXPERIENCE

General Manager 06/2023 to Current
Musdan Multi Link Ventures Kaduna

- Led team to enhance operational efficiency across diverse business divisions.
- Developed strategic plans to optimize resource allocation and workflow processes.
- Managed daily operations to ensure seamless service delivery and customer satisfaction.
- Implemented new policies to align with industry standards and best practices.

Production/Operation Manager 06/2022 to 06/2023
Soffiyat Table Water

- Managed daily production schedules for bottled water operations.
- Oversaw inventory management and ensured timely supply of materials.
- Coordinated staff training on safety and operational procedures.
- Implemented quality control measures to maintain product standards.

Production Staff

06/2020 to 06/2022

Giragi Global Venture

- Inspected finished goods for quality assurance before packaging.
- Followed safety protocols to minimize workplace hazards consistently.
- Assisted in training new staff on operational procedures and safety standards.
- Supported continuous improvement efforts by providing feedback on processes or operations.

Administrative Assistant

07/2019 to 06/2020

Air Force Comprehensive School

- Managed daily office operations and maintained organized filing systems.
- Assisted in scheduling appointments and coordinating meetings for staff.
- Coordinated logistics for events, including materials and venue arrangements.
- Maintained inventory of office supplies and placed orders as needed.

Security Personnel

06/2015 to 06/2019

Federal Medical Center

- Contributed innovative ideas and solutions to enhance team performance and outcomes.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Prioritized and organized tasks to efficiently accomplish service goals.

EDUCATION

Higher National Diploma (HND): Public Administration	2018
The Federal Polytechnic	Bida

National Diploma (ND): Public Administration	2015
The Federal Polytechnic	Bida

West African Examination Certificate (WAEC)	2012
Command Secondary School	Suleja

First School Leaving Certificate	2006
National Teachers Institute	Kaduna Staff School