

Name: Attahiru Aaron

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Objective: To secure a position in a reputable organization where my skills and experience can contribute to the success of the company.

Summary:

An enthusiastic college graduate looking to learn and develop new skills and experiences in the technological field as an intern or to work in a junior position where I can apply my knowledge and skills to contribute towards the growth and betterment of my workplace, to collaborate with the existing staff and facilities, to contribute the best of my ability and quota so as to improve organizational objectives and achieve managerial goals and targets while enhancing my professional growth.

Skills:

- Proficient in Microsoft Office Suite.
- Excellent typing speed and accuracy.
- Strong attention to detail.
- Familiarity with various data entry software.
- Knowledge of basic database management.
- Effective time management skills.
- Quickly adapts and adopts new ideas.
- Effective in meeting up to deadlines and in the use of initiative.
- Programming Languages: Proficient in Python, Java
- Database Management: MySQL
- Operating Systems: Windows, Linux
- Web Development: HTML, CSS
- Experience in finding and coordinating with shippers
- Negotiating with carriers and drivers
- Proficient with ITS Dispatch, Truckstop, DAT

Work Experience:

Data Entry Clerk

Tolbert Specialist Hospitals, Gaduwa Estate, Nigeria

August 2019 – April 2020

- Performed data entry tasks in a timely and accurate manner.
- Coordinated with various departments to ensure timely and accurate data input.
- Resolved data discrepancies and errors promptly.
- Maintained confidentiality and security of all data.

International customer care executive

Outsource Global Technologies limited, Abuja, Nigeria

June 2020 – February 2021

- Maintained confidentiality and security of all data.
- Handling international queries in a quick and orderly fashion.
- Providing excellent customer care service for the client and the organization.

Customer Service Management (Australian process)

Peak minders, Shimla, India

March 2022 – June 2023

- Assisted customers in resolving inquiries and complaints, ensuring high levels of customer satisfaction.
- Managed incoming calls and emails, addressing customer requests, and providing product information.
- Processed orders and coordinated with other departments to ensure timely delivery.
- Maintained customer databases and updated records accurately.
- Collaborated with team members to improve customer service processes and efficiency.

Logistics Coordinator (freight broker)

Road Wings Logistics, Zirakpur

June 2023 – November 2023

- Match shippers with carriers.
- Negotiate freight rates.
- Arrange transportation.
- Manage documentation.
- Provide customer service.

Logistics Coordinator (freight broker)

Wise Logics LLC, Mohali, Punjab.

November 2023 – October 2024

- Match shippers with carriers.
- Negotiate freight rates.
- Arrange transportation.
- Manage documentation.
- Provide customer service.

Education:

Alakh Prakash Goyal Shimla University, H.P, India

August 2021 - July 2024

Bachelors in Cybersecurity

Relevant courses: Operating systems, Software engineering, Information security architecture, Database management systems, Computer networks, Data structures using C.

St. Augustine's college, New karu, Nigeria

September 2014 - July 2020

Graduate of Senior Secondary School,

Relevant courses: Mathematics, English language, Physics, Chemistry, Biology, Geography, Marketing, Technical Drawing, Civic education.

Certifications:

Senior Secondary School Certification, July 2021

Ethical hacking for beginners, Simplilearn, December 2022

Introduction to Cyber security, Simplilearn, March 2023

Ethical hacking, Swayam Nptel, October 2023

References:

Available upon request.