

SAIFULLAH ABDULHAMID

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SUMMARY

Highly dependable, detail-oriented, mission-driven and versatile professional with extensive experience. With over 10 years experience in administration, digital support, and client services, I provide professional and dependable services that delivers value.

PROFESSIONAL EXPERIENCE

Freelance Virtual Assistant

Multiple Clients | 2020 to present

- Provided general virtual administrative and digital support (email and calendar management, data entry, social media management, online research, document formatting, task tracking, follow ups, event planning assistance etc.)

Senior Associate

Worldbridge & Co Inc. | 2023 to present

- Spearhead the development, management, and maintenance of IT infrastructure, including complete website designs to enhance functionality and user experience.
- Establish seamless workflows by harmonizing business operations, marketing strategies, and IT systems, leading to thousands of monthly client engagements.
- Orchestrate strategic initiatives to position the business for growth, generating quality leads and improving client acquisition rates.
- Conduct operational reviews and designed business processes that align with long-term organizational goals.
- Actively participate in client communications, onboarding processes, partner relationship management, and managed the company's social media accounts.
- Design and implement digital marketing strategies, including email campaigns and social media outreach, contributing to brand visibility and customer loyalty.
- Support recruitment efforts, application review and interview evaluation that lead to the hiring of employees.

Head of Concept and Designs

Minhaj Publicity | 2023 to 2025

- Contributed to securing a major contract worth NGN 3.9 million through strategic proposal writing.
- Developed policy and strategy documents that streamlined organizational operations and improved project delivery.
- Managed remote teams and created virtual collaboration systems to enhance project efficiency.
- Designed creative concepts, graphics, websites for clients and internal projects, and managed client's social media accounts.
- Handled the production of digital products and materials, from website to forms to slide presentation, and pitching of a clients' business proposal to prospective investors.

Program Management Volunteer

ALX/The Room | 2022 to 2024

- Coordinated and anchored community events, managing budgets of over NGN 700,000.
- Provided technical and administrative support to over 200 Fellows, facilitating seamless profile completion on organizational platforms.
- Provided continuous support to Fellows in Kaduna State, addressing and channeling issues and facilitating seamless platform engagement and networking.

Secretary

Better Education to Africa | 2022 to 2023

- Handled correspondence, logistics, and administrative tasks, ensuring the smooth running of organizational activities.
- Wrote video scripts, oversaw content creation and managed social media pages, increasing engagement by over 800% organically.

Production Assistant

Minhaj Publicity | 2022

- Reviewed and analysed a client's company, assessed its structure, operations and business activities, and provided developmental options and restructuring advises.
- Handled all issues concerning presentations and selling of products, ideas and unique operations of the company to prospective partners.

IT Instructor

New Horizons Computer Learning Centres | 2019 to 2020

- Trained students in advanced IT skills and packages, providing technical support and mentorship.

Clerical Officer

Kwara State Universal Basic Education Board | 2011 to 2019

- Provided general office support (email and calendar management, data entry, letter and report drafting, online research, meeting preparations, document formatting, task tracking, follow ups, event planning assistance etc.) and addressed multiple correspondence that aided the operations of the organization.

KEY SKILLS

- IT Infrastructure Development and Management
 - Strategic Planning and Business Development
 - Program and Event Management
 - Research and Report Writing
 - Digital Marketing and Social Media Management
 - Stakeholder Engagement and Relationship Management
 - Interpersonal and collaborative skills.
 - Proficient in Microsoft Office Suite, Google Workspace etc.
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EDUCATION

- **Master in Public Health (Environmental and Occupational Health)**

Ahmadu Bello University, Zaria | Apr, 2021 - Nov, 2023

CGPA: 4.76/5 (Distinction) – Top 1%

- **Master of Business Administration (MBA, Hospital Administration)**

JSS Academy of Higher Education and Research, India | Nov, 2022 - Jan, 2025

CGPA: 7.38/10 (First Class) – Top 10%

- **Bachelor of Science (Hons) in Anatomy**

University of Ilorin, Ilorin | Aug, 2013 - Sep, 2017

CERTIFICATIONS

- Project Management | Coursera
 - Virtual Assistant_Honors | Alx_Africa
 - Accounting Fundamentals & Reading Financial Statements | Corporate Finance Institute
 - Professional Ethics | Corporate Finance Institute
 - Business Management | Elite Entrepreneurs Academy
 - Soft Skills Training | Jobberman Nigeria
 - UKHRI Certified Human Resource Administrator | UK Human Resource Institute
 - International Relations Management | Institute of Arts, Management and Professionals
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NOTABLE ACHIEVEMENTS

- Successfully enhanced operational efficiency and client engagement at Worldbridge Immigration Services through innovative IT and operational solutions.
 - Played a key role in accreditation and policy reform at Kaduna Polytechnic, fostering institutional growth.
 - Coordinated curriculum development efforts at PeaceX, impacting global education initiatives.
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AWARDS AND HONORS

- Received an award of excellence by PeaceX Organization for my contribution as Curriculum Development Head for a grassroots impact project on literacy.
- Awarded a certificate with honors by Alx-Africa for being among the top trainees during the Virtual Assistant training program.