



IDRIS BABANGIDA HARUNA

Administrative Assistant

Experience: 10 years | **Available:** Immediately | **Location:** Kano

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ABOUT ME



I am a dedicated and versatile professional with a proven track record in research, graphic design, and administrative roles. Over the past fourteen years, I have honed my skills as a Research Assistant, Graphic Designer, and Content Manager. My commitment to accuracy, creativity, and effective communication has allowed me to thrive in dynamic work environments.

With a Higher National Diploma in Graphic Design and experience in managing diverse tasks at SpaceKraft Media, I have developed a keen eye for detail and a passion for delivering high-quality results. My ability to adapt to various responsibilities, from translation to personal assistance, reflects my versatility and commitment to contributing to organizational success.

I am driven by a strong work ethic, a collaborative mindset, and a continuous pursuit of professional growth. My experiences have equipped me with a diverse skill set, making me well-prepared for challenges and opportunities in any role.

I am excited about the prospect of leveraging my skills to contribute to innovative projects and make meaningful contributions to a dynamic team. My enthusiasm for learning, coupled with a proactive approach to problem-solving, positions me as an asset ready to excel in new and challenging environments.

WORK EXPERIENCE



Kano State Polytechnic
Entry level | Graphic Designer
Kano , Nigeria
2022-05-01 | 2022-08-01

Highlight Key Services/Products:

Clearly present the primary services or products offered by [Client's Business].

Eye-Catching Visuals:

Utilize engaging visuals and graphics to capture attention and convey the brand's personality.

Contact Information:

Ensure that essential contact details are prominently displayed for easy customer outreach.

Branding Consistency:

Maintain consistency with [Client's Business] branding elements, including colors, logo, and fonts.

Call to Action:

Include a compelling call to action encouraging readers to take the desired next step, whether it's making a purchase, visiting the website, or contacting the business.

Design Concepts:

We will present [Client's Name] with two initial design concepts for review. These concepts will explore different visual styles and layouts to align with [Client's Business] branding and marketing goals.

Tritech

Mid level | Graphic Designer

Kano , Nigeria

2022-03-01 | Currently working here

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SpaceKraft Media

Mid level | Dashboard Manager/Personal Assistant

Kano , Nigeria

2021-09-01 | Currently working here

Performance Monitoring:

Monitor the performance and responsiveness of dashboards.

Optimize dashboards for speed and efficiency, especially when dealing with large datasets.

Data Security:

Implement and maintain security measures to protect sensitive data displayed on dashboards.

Ensure compliance with data privacy regulations and organizational security policies.

Communication Handling:

Screen and manage phone calls, emails, and other communications.

Draft and respond to correspondence on behalf of the individual.

Information Management:

Maintain an organized filing system for documents, contacts, and other important information.

Conduct research and compile information as needed.

Green Image Ppro

Mid level | Graphic Designer/Research Assistant

Jigawa , Nigeria

2019-07-01 | Currently working here

Prioritize and manage multiple design projects simultaneously to meet deadlines.
Communicate effectively with project managers or clients regarding timelines and deliverables.

Maintain consistency in design elements across various platforms to reinforce brand identity.
Stay abreast of current literature in the field of study.

Provide updates on recent research developments that may impact the project.

National Youth Service Corps at National Television Authority, Dutse

Internship & Graduate | News Editor

Jigawa , Nigeria

2019-03-01 | 2020-03-01

Multimedia Integration:

Work with multimedia elements such as images, videos, and infographics to enhance the visual appeal and storytelling of news articles.

Meeting Deadlines:

Adhere to tight deadlines for submitting news content, ensuring timely publication and keeping up with the fast-paced nature of news reporting.

Social Media Engagement:

Contribute to the organization's social media platforms by sharing news content, engaging with the audience, and promoting the organization's online presence.

Staying Informed:

Stay informed about current events, trends, and developments to provide up-to-date and relevant news coverage.

Adherence to Style Guide:

Follow the organization's editorial style guide, ensuring consistency in writing style, formatting, and overall presentation.

Easylink Services

Executive level | Supervisor

Kano , Nigeria

2008-09-01 | 2019-03-01

1 - Oversee the overall cleanliness and organization of the Internet cafe.

2 - Ensure that computer systems and peripherals are well-maintained and functional.

3 - Provide basic technical assistance to customers regarding computer usage, printing, and internet connectivity.

- Troubleshoot and resolve hardware or software issues to minimize downtime.

EDUCATION



Darussalam International School

Others | Primary School Certificate

Government Unity Secondary School

High School (S.S.C.E) | SSCE

Kano State Polytechnic

Diploma | National Diploma in Textile Technology

Kano State Polytechnic

HND | Higher National Diploma in Graphic Design

JOB SKILLS



Graphic Design

Computer Software Maintenance

Coreldraw

Adobe Photoshop

Adobe Premiere

Adobe Illustrator

Microsoft Office

Adobe InDesign

Time Management

Organizational skill

LANGUAGE SKILLS



Hausa

English

CERTIFICATES & AWARDS



NYSC: Certificate | 2020

PROJECTS & PORTFOLIO



Idris Babangida Haruna, logo and branding: https://drive.google.com/file/d/1-zn9-nXKc_fTML4vowl3_KMs-ptPg69Q/view?usp=drive_link

