

# AMINA H. IBRAHIM

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Recent graduate with strong education seeking entry-level position in Purchasing and Supply Chain Management. Possesses strong work ethic and desire to further knowledge and skills. Proven ability to leverage talents to contribute to team success.



## Work History

### 2018-01 - **Purchasing Intern**

Current

Permanent Mission Of Nigeria To The United Nations, New York

- Managing communications with current and prospective vendors
- Updating spreadsheets detailing pricing of supplies, preparing reports
- Coordinate with account department for invoice processing
- Managing office inventory
- Successfully sourced campaign souvenir items at the best price and ensured timely delivery for the General Assembly elections

### 2015-03 - **Assistant Project Manager**

2017-07

SIGVEST INC., Abuja

- Performed daily administrative tasks like sorting and filing important documentation, distributing project updates, and facilitated team communication
- Oversaw employee attendance record
- Asserted control over material usage and contractor man-hours to keep projects in line with budgetary restrictions

### 2013-03 - **Administrative Assistant**

2015-02

NNPC Duke Oil, Abuja

- Worked closely with upper management to provide administrative support
- Handled secretarial and administrative duties
- Composed internal memos and external correspondence for senior management
- Supported efficient meetings.



## Education

2017-08 - **MS Supply Chain Management**

2019-05 Adelphi University - Garden City, NY

Graduated Magna Cum Laude

2008-09 - **B.S. Economics**

2012-11 Ahmadu Bello Univerisity - Zaria, KD

Upper Second Class Honors