Musa Paul Mutah

Cell No: +2348143997590

Email: paulmusa9@gmail.com

Origin: Chibok, Borno State, Nigeria.

Date of Birth: 16th March 1998

Address: Pompomari By-Pass Maiduguri,

Borno State, Nigeria.

Marital Status: Single

B.Sc Statistics,
Diploma in Database Management and Programming,
Diploma in Computer Applications with Internet,
Certificate in Basic First Aid Training,
Certificate in Data Collection,
Certificate in Excel Package,
Certificate in Assistants Training Program.

Over 2 years' experience in stock management, inventory control in different capacities.
Over 1-year experience in data collection, entry, analysis and processing in different capacities.
Over 1-year experience in database creation and management in sales and marketing.

Professional Experience:

Pharmacy Assistant (Daily Worker Pool) at MSF France Maiduguri Project. (2020)

- Prepare orders of the different consumption units (departments, wards, other), ensuring the packaging and proper dispatching. reporting any anomalies or changes in consumption patterns to the Pharmacy Storekeeper. Also inform Pharmacy Storekeeper as soon as stock reaches alert limit.
- Carry out or participate in regular inventories including EPREP stock.
- Report missing material/ damage/ robbery.
- Control warehouse limited access to authorized personnel and ensure doors and other exists are secured.
- Ensures good storage conditions of all items in the pharmacy.
- Ensure cleanliness of premises (stock pharmacy).
- Maintain refrigerating equipment in close collaboration with the logistics department.
- Follows up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months. Make a report and passes it to the supervisor.

Med/Log Warehouse Assistant (Daily Worker Pool) at MSF Switzerland Nigeria Maiduguri Coordination. (2021)

- Performing tasks as per the Storekeepers' instructions.
- Receiving goods arriving to the store, checking its status/condition and amounts in the waybill.
- Preparing outgoing items in a clean and optimized way by appropriately packing, sealing and labeling goods, assisting with recording the exits on stock cards and project form, and ensuring good quality of cold chain when needed.
- Ensuring that goods are well organized and stored in a clean area to be visible and traceable i.e. assisting in the stock inventory, storing items according to nature and use, and ensuring that the temperature in the store is appropriate and items that require cold chain are correctly stored.

- Carrying out basic maintenance of the store, ensuring security conditions (keeping unauthorized staff out, locking, etc....)
- Ensuring cleanliness of Common working areas.
- Ensuring proper use, storage and maintenance of the equipments and tools provided.
- Informing superiors of any incident that may occur in the course of his/her work.
- Helping **MSF** staff carry heavy items, if necessary.

Lead Officer Sales and Marketing at Best Foods Nigeria Limited (2022)

- Responsible for account opening, account activation, deposit mobilizer and risk asset creation.
- Achieve growth within the key performance indicators; liability and risk asset generation, account opening, income generation and e-service product offerings.
- Evaluate credit worthiness of customers by processing food credit applications and documentation.
- Actively seek out new sales opportunities through cold calling, networking affiliates and referrals
- Executes marketing strategy and develop marketing campaigns.
- Lead other group members to ensure goals and targets are met.
- Designing and implementing marketing plans for company products and service.
- Tracking sales data to ensure the company meet sales quota.
- Creating and presenting performance reports monthly.
- Be part of the marketing and sales process and provide training to team members.
- Engage in affiliate training and sensitization strategies to meet targets.

Field Enumerator at United Nations Population Fund (2023)

- Responsible for Collecting and Analyzing Data in a specific field or area.
- Assist in Conducting surveys, interviews and other forms of Data Collection.
- Responsible for designing and implementing Data Collection Methods and providing accurate and comprehensive reports on their findings.
- Gather and accurately record responses on questionnaires.
- Ensure that questionnaires have been thoroughly checked and completed.
- Expected to take good care of any equipment provided for the Assignment.
- Submit completed questionnaires and other equipment used in fieldwork.
- Recognize and give account of problems in obtaining data and provide useful feedback.
- Provide daily update while on the field through designated channels.
- Work according to the instruction given and perform accurate analysis.

Field Enumerator at Albarka Health Spring Foundation (2023)

- Collect Primary Data directly from individuals, households, or communities.
- Review and check Data to ensure that they are correctly recorded.
- Be expected to ensure completeness of all assigned questionnaire, discussion guide or data collection tool.
- Learn to use assessment tools in the field.
- Enter Data on mobile data collection tool (Kobo Collect).
- Ensure that the assigned data collection areas are covered within the timeline.
- Perform distribution monitoring activities and report activities to the field assistant.
- Calculating expenses and hours productive for every workday.
- Examining interview data and address records to ensure correctness.
- Submit all tools used for the data collection and entry at the end of each exercise.

Volunteer at Nigerian Red Cross Society (2026)

- Responsible for household surveys, community engagement, field data collection.
- Providing Disaster relieve, supporting vulnerable groups.
- Leading community health campaigns.
- Assisting during blood donation drives, registration and post-donation care.
- Providing emergency shelter food and psychological support to victims of natural disaster.
- Educating communities on disease prevention and teaching first-aid.
- Ensure proper hygiene among the people in the community.
- Providing hospitality and care to the people of the community.

Education:

Qualifications	Year	Specialization	Board/University
Bachelor of Science	**2023**	**Statistics**	**University of Maiduguri**
Diploma	**2017**	**Database Management and Programming**	**Yaysib Computer Institute**
Diploma	**2019**	**Computer Applications with Internet**	**Yaysib Computer Institute**
Certificate	**2026**	**Basic First Aid Training**	**Nigerian Red Cross Society**
Certificate	**2021**	**Data Collection**	**Yaysib Computer Institute**
Certificate	**2020**	**Excel Package**	**Yaysib Computer Institute**
Certificate	**2025**	**Assistants Training Program**	**International College of Loyal Assistants (ICOLA)**

Training/Workshop/Seminars Attended:

- Basic Medical stock management – MSF France Maiduguri Pharmacy Warehouse.
- Reconstitution and update of kits- MSF Switzerland Maiduguri Logistics Warehouse.
- Basic First Aid training – Nigerian Red Cross Maiduguri.

Languages Spoken:

- English - Fluent
- Hausa - Native
- Kanuri – Beginner

Computer/Software Competency

- Microsoft Office (Word, Excel, Power point and Outlook)

References:

Bitrus Wabada Emmanuel
IT Specialist
DRC Nigeria.
Mobile : 07031805077
Email : bitrus.wabada@drc.ngo

Elisha Wirburn Emmanuel
Pharmacy Supervisor
MSF France Maiduguri Project, Nigeria.
Mobile: 08133070235
Email: emmanuelelisha600@gmail.com

Djauro Paul
Warehouse Supervisor
MSF Swiss Nigeria Mission.
Mobile : 08061552293
Email : pauldjauro@gmail.com