**Imrana Garba**

*M.eng( In View), B.eng*

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**Professional Summary**

Enthusiastic Chemical Engineer eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Numerous and training in Microsoft office

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Motivated to learn, grow and excel in fields of human endeavors . To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Experienced Resource Person with over 10 years of experience in Education, Engineering and Environmental. Excellent reputation for resolving problems and improving customer satisfaction. Reliable employee seeking Monitoring and Evaluation position. Offering excellent communication and good judgment.

Dedicated Chemical Engineer professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

**Skills**

* Flow Meter Monitoring
* Overseeing project budget
* Project monitoring
* Project presentations
* Computer software operations
* Engineering Calculations
* Community Volunteerism
* Advocacy

**Working Experience**

**2022-06 – Current Project Monitor Volunteer**

*BudgetIT And Tracka Nigeria, Ganjuwa, Bauchi*

* Exceeded goals through effective task prioritization and great work ethic.
* Carried out day-to-day duties accurately and efficiently.
* Participated in team-building activities to enhance working relationships.
* Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
* Used Microsoft Word and other software tools to create documents and other communications.
* Conducted research, gathered information from multiple sources and presented results.
* Led projects and analyzed data to identify opportunities for improvement.

**2022-06 –Current Volunteer Member**

*Global Citizen, Kafin-Madaki, Ganjuwa Local Government, Bauchi*

* Volunteered with groups and organizations to help make measurable differences for program recipients.
* Assisted with special events and programs.
* Used strong interpersonal communication skills to convey information to others.
* Used social media platforms for signing campaign, petitions, messages and send many mail

**2022-06 –Current Community Service Volunteer**

*Red Cross, Kafin-Madaki, Ganjuwa Local Government, Bauchi*

* + - Maintained clean facilities to better serve program needs.
    - Planned and delivered numerous activities and special events.
    - Spoke with senior citizen groups to expand community engagement and program outreach.
    - Determined needed and relevant interventions based on each client's cognitive abilities and current needs.

**2019-06 - Current Youth Team Lead on Quality Education (Volunteer)**

***UNICEF, Ganjuwa Local Government, Bauchi***

* Developed and maintained courteous and effective working relationships.
* Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
* Demonstrated respect, friendliness and willingness to help wherever needed.
* Used Microsoft Word and other software tools to create documents and other communications.
* Completed paperwork, recognizing discrepancies and promptly addressing for resolution.

**2019-03 - 2022-12 FMARD Pace Enumerator**

*Federal Ministry Of Agriculture And Rural Dev, Ganjuwa, Bauchi*

* Created plans and communicated deadlines to complete projects on time.
* Used Microsoft Word and other software tools to create documents and other communications.
* Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
* Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
  1. **- 2021-12 Member Nigerian Youth Parliament, Bauchi Central**

*Federal Ministry Of Youth And Sports, Abuja, Bauchi*

* Participated in team-building activities to enhance working relationships.
* Learned new skills and applied to daily tasks to improve efficiency and productivity.
* Proved successful working within tight deadlines and fast-paced atmosphere.
* Created plans and communicated deadlines to complete projects on time.
* Carried out day-to-day duties accurately and efficiently.
* Worked flexible hours across night, weekend and holiday shifts

**2019-07 - 2019-09 Field Enumerator/ Data Capturing Ad-hoc Staff**

*UNICEF, Ningi, Bauchi*

* Verified information on survey forms or information pads.
* Interviewed residents in assigned areas to explain purpose of census, answer questions and accurately record answers.
* Persuaded residents to comply with census activities through effective management of residents' objections.
* Assisted people in filling out surveys with complete and accurate information.
* Traveled door-to-door in assigned communities and requested participation in census interview, clearly explaining process and purpose.
* Reviewed questionnaire submissions for accuracy and completeness at end of each day, flagging incomplete or problematic surveys for further review.
* Walked door to door and collected demographic information.
* Maintained records of houses visited, surveys completed and money spent.
* Requested participation in brief exit interviews to obtain feedback for use in development of procedural improvements.
* Double checked information on survey forms.
* Explained questions in better detail for interviewees to allow truthful answers.

**2018-08 - 2020-07 Npower ( Teach) Volunteer**

*Federal Ministry Of Humanitarian Affairs, Ganjuwa, Bauch*

* Proved successful working within tight deadlines and fast-paced atmosphere.
* Improved operations through consistent hard work and dedication.
* Demonstrated respect, friendliness and willingness to help wherever needed.
* Maintained excellent attendance record, consistently arriving to work on time.

**2014-01 - 2014-09 Internship Student**

*Bauchi State Water Treatment Plant, Gubi Dam, Firo Ganjuwa Local Government*

* Reported back to instructor to receive day-to-day tasks and responsibilities.
* Interacted with customers by phone, email or in-person to provide information Engaged in routine operations and maintenance activities.
* Inspected equipment and monitor operating conditions, meters and gauged to determine load requirements and detect malfunctions.
* Maintained, repaired and lubricated equipment, using hand tools and power tools.
* Operated and adjusted controls on equipment to purify and clarify water, process and dispose of sewage.
* Maintained tanks, filter beds and other work areas, using hand tools and power tools.

**Academic Qualifications**

**2018-06 -Current Master Of Engineering: Biochemical And Environmental Engineering**

*Abubakar Tafawa-Balewa University - Bauchi*

**2010-11 -2015-12 Bachelor Of Engineering Technology: Chemical Engineering**

*Abubakar Tafawa-Balewa University - Bauchi*

* Elected to Secretary General for Nigerian Society of Chemical Engineers, NScHE in 2014
* Member of Muslim Students Society of Nigeria, MSSN in 2012
* Professional development completed in Chemical Engineering Reactions, Catalysis, Optimization, Process and Plant Design
* Elected to Publicity Committee Chairman for Muslim Students Society of Nigeria in 2012

**Certifications**

* **2022-07** Accelerated Jobberman Soft Skills Training by Jobberman Nigeria
* **2022-07** Community Organizing for Action Certification Training -by Young African Leaders Initiative, YALINETWORK
* **2021-09**  Microsoft office 365, Productivity tools Training by National Information Tech nology DevelopmentAgency
* **2019-06** Certificate of Participation on Youth Mobilization and Advocacy Workshop for Quality Education for All Especially Girls – UNICEF
* **2018-11** Certified Member in Leadership and GoodGovernance by Citizenship and Leadership Training Centre Lagos
* **2017-10** Certificate of National Service- National Youth Service Corps, NYSC
* **2016-06** Certificate of Publication for Imperial Journal of Interdisciplinary Research by Finlogy

**Interests**

Human Rights, War Against Sexual and Gender Based Violence, Health, Climate Action and Youth Inclusion in Governance

**Languages**English and Hausa

**Referees**

**Abdullahi Inuwa Gumau** Staff, Ganjuwa Local Government Education Authority, 07038862442 07038862442

**Samaila Garba** Staff , Government Girls College ( Special Schools) Kafin-Madaki, Ganjuwa Local Government, 08026997440

**Dr Jibril Muhammad**

Senior Lecturer, Department of Chemical Engineering Abubakar Tafawa-Balewa University, Bauchi, 08104893452