

BASHAR ABDULLAHI

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London

PROFESSIONAL SUMMARY

Ambitious and results-driven professional with a multidisciplinary background in project management and business analysis. Demonstrates strong strategic thinking, problem-solving abilities, and adaptability. Experienced in improving business processes and operational efficiency, with a keen interest in applying skills within construction, finance, and creative industries. Aspires to become a highly skilled Project Coordinator, contributing to impactful projects that drive organizational growth and deliver sustainable business solutions.

CORE SKILLS & COMPETENCE

- Project Coordination
- Schedule and Budget Management
- Stakeholder Engagement
- Documentation and Reporting
- Risk Assessment and Mitigation
- Process Analysis and Improvement

TOOLS AND TECHNOLOGIES

- Jira
- Confluence
- Microsoft 365 (Excel, Word, PowerPoint)

EDUCATION & CERTIFICATIONS

- B.Tech Applied Geology | Abubakar Tafawa Balewa University | 2019
- Msc. Environmental Management | Teesside University | 2026
- Project Management and Business Analysis (AI Enabled) | Tritex Academy | 2026

WORK EXPERIENCE

Quality Control Officer | IDSL (July 2020 - December 2022)

- Conducted seismic line check and offset planning, ensuring compliance with operational standards.
- Monitored explosive shots and SDH drilling QC, supporting project safety and reliability.
- Maintained records for platform QC and preloading activities, facilitating accurate data management.
- Prepared comprehensive reports that contributed to maintaining high-quality operational standards.

Office Support Worker (Volunteer) | Right Choice Care Ltd (April 2023 - Present)

- Contributed significantly to the establishment of a start-up home care agency by monitoring the quality and efficiency of care delivered.

- Supported office managers with administration and regulatory compliance documentation using Microsoft Office.
- Collaborated on the development of training materials for staff, enhancing operational capabilities.
- Ensured adherence to office standards and provided high-level advice on compliance with regulations.

REFEREES

- Abdulhakim Ilmi, Business Manager. Contact: Director@rchoicecare.co.uk / 07719192118