

# IANNA, HIIDOO HELEN

Kaura-Abuja, FCT | +2348036446988 | [hiidooianna@gmail.com](mailto:hiidooianna@gmail.com)

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## PROFESSIONAL SUMMARY:

A creative, analytical and enthusiast individual with over four years' experience across administration and internship with competencies in delivering outstanding and effective managerial, sales promotion and customer relationship services in any self-challenging work environment. Aim at deploying my competencies, skills and personal values in effecting changes in my immediate work environment.

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## WORK EXPERIENCE:

***Admin Assistant (NYSC) at Nigeria Agricultural Quarantine Service. Mar. 2020 – Mar. 2021***

- Documentation and organization of office files and equipment
- Typing and printing of documents such as memos, drafts and correspondence.
- Being a point of contact for a range of staff and visitors.
- Welcoming and directing visitors and new staff of the organization.
- Issuing mails to team and departments as ordered by senior staff.

***Intern at University of Agriculture Teaching and Research Farm. June 2017 – May 2018***

- Performing manual farm practices.
  - Managing farm workers and activities.
  - Devising strategies for harvesting or breeding.
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## CORE SKILLS AND COMPETENCIES:

Interpersonal skills | Communication Proficiency | Attention to details | Problem solving | Creative and analytical skills | Decision Making | Time Management | Multitasking | Financial Management | Cost Minimisation | Teamwork | Technology savvy | Proficient in Microsoft office tools.

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## PROFESSIONAL MEMBERSHIP/ASSOCIATION:

- Nigeria Institute of Animal Science.
  - International organization of Management Professionals.
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## CERTIFICATIONS:

- ***Certificate of National Service at National Youth Service Corps. 2021***
- ***Certificate of Course completion in Project Management. 2020***

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### **EDUCATION AND QUALIFICATIONS:**

- *B.Agric. Animal Production (Optional) at Federal University of Agriculture, Makurdi. 2018*
- *Senior Secondary Certificate Examination at Regina Pacis College, Abuja. 2012*

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### **BIO DATA:**

- Gender: *Female*
- Marital Status: *Single*
- Date of Birth: *October 28<sup>th</sup>, 1994*

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### **Referees:**

Available upon request.