

## PERSONAL DATA

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D.O.B: 30th January 1998  
Gender: Female  
Marital Status: Single

## EDUCATION

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2015 - 2019

B.A. History and International Studies  
University of Ilorin Ilorin, Kwara State.

2008 - 2014

West Africa Secondary Schools Certificate Examination (WASSCE)  
Zamani College Kaduna, Kaduna State.

2002 - 2008

Primary School Leaving Certificate  
Danbo International School

## CERTIFICATION

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June 2023 (In view)

UX Design Professional Certificate  
Google

January 2023

Certificate of Completion  
Transforming Nigerian Youth Program  
Enterprise Development Centre (EDC), Pan- Atlantic University

January 2021

Human Resource Professional  
Chartered Institute of Human Resource Management

September 2020

Customers Service Professional  
Chartered Institute of Customer Relations Management

## WORK EXPERIENCE

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September 2022 - December 2022

Office Manager- Visualeyey Multimedia, Kaduna State.

- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Updated reports, managed accounts and generated reports for company database.
- Oversaw office inventory activities.
- Compared clients prices and negotiated for optimal savings.

January 2022 - September 2022

Co-Producer & Host (Sell My Market)- Visualey Multimedia, Kaduna State.

- Presented production ideas and determined creative scenarios for delivery.
- Reviewed scripts to determine most appropriate methods to use for presentation.
- Led strategic meetings with producers, production crew and clients to keep program in step with creative vision.
- Pitched and developed brand design concepts.

July 2021 - January 2022

Personal Assistant to CEO- Chocolate Signatures Events, Kaduna State.

- Organize meetings with clients and vendors for various events
- Draft and coordinate timelines, meeting agendas and tasks for staff for upcoming events
- Oversaw personal and professional calendars and coordinated appointments for future events.
- Arranged travel plans and itineraries, including all financial confirmations.
- Organized and attended meetings and compiled related documents and reports.
- Consulted with customers to determine objectives and requirements for events.
- Reviewed and developed company workflow which includes event logistics and operations.

March 2021 - Present

Operations Manager- Yubleidge, Kaduna State.

- Managing the daily operations of the company which includes but not limited to production, circulation, marketing, advertising and new product development.
- Partnered with vendors and suppliers to effectively manage and budget.
- Identified procedure required to improve performance and productivity.

October 2021 - June 2022

Executive Assistant to the Director General

Kaduna State Transport Regulatory Authority (KADSTRA), Kaduna State.

- Managed office systems to efficiently deal with documentation.
- Filed paperwork and organized computer-based information.
- Promoted team productivity by keeping supplies organized and well-stocked.
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Worked with department personnel to deliver brand consistency in social media messages.
- Assist various departments in carrying out their operations successfully.

November 2019 - October 2020

Administrative Assistant, Air Force Nursery and Primary School, Education Office, 453 BSG, Kaduna, Kaduna State (NYSC)

- Handled customers concerns quickly and reported major issues to the Chief Administrative Officer
- Issue receipts to guardians who pay their wards school fees.
- Register new intakes as well as transferred pupils.
- Prepare all confidential documents as required by the Chief Administrative Officer

LANGUAGE

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- English (Oral and Written Proficiency)
- Yoruba (Oral Proficiency)
- Hausa (Oral Proficiency)

#### REFEREES

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