

# ZAINAB IDRIS BELLO

📍 No. 4 Ikogosi Street Ammsco Platinum City, Galadimawa, Abuja, Nigeria

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## PROFILE

A young woman focused in achieving a greater productivity and success in organizational operations and always ready to serve with honesty, humility and diligence.

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## PERSONAL BIO-DATA

- Date of Birth: 4th August 1992
  - Sex: Female
  - Marital Status: Married
  - Nationality: Nigerian
  - Local Gov. Area: Takai
  - Place of Birth: Kaduna
  - Religion: Islam
  - State of Origin: Kano State
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## AREA OF COMPETENCE

- Administration
  - Customer Service
  - Search Engine Optimization
  - Knowledge transfer (teaching)
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## PERSONAL ATTRIBUTES

- High integrity
- Strong work ethics
- Excellent Communication
- Analytical Problem Solver

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## TECHNICAL SKILLS

- Good Microsoft Skills (Word, Excel, PowerPoint)
- Internet Research Skills
- Search Engine Optimization
- Social Media Savvy
- Good use of basic office equipment

## EDUCATIONAL BACKGROUND

- Kaduna State University, PGD Biochemistry **2018**
  - Ahmadu Bello University, Zaria, BSc Biochemistry **2015**
  - Danbo Int'l College, Kaduna, NECO **2009**
  - Turaki International Primary School, Kaduna **2003**
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## WORK EXPERIENCE

VIRTUAL ASSISTANT at FeedProtector, **Oct 2020 - Present**

TEACHER at Nigerian Egyptian International School, Abuja (NYSC)

**Dec 2015-Sept 2016**

- Managed over 20 students under the ages of 13 years old
  - Developed lesson notes and delivering lessons accordingly
  - Planned and conducted assessments and examinations
  - Built strong mentorship relationship with my students
  - Maintained tidy records and classroom
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## INTERESTS:

Reading, Networking, Visiting new places and Learning new things

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## REFEREES

Dr.Aliyu Muhammad, Lecturer 1

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