

NANAHAWAU YAKUBU

NO. 25, AKINTOLA STREET, KUDENDA KADUNA STATE.

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OBJECTIVE

Looking for a position in a strategic and fast paced environment to create and add value to an organization for the actualization of its goals, while enhancing and upgrading my knowledge and skills via continuous learning and career advancement.

PERSONAL DATA:

Date of birth:	March 6th 1997
Place of birth:	Okene, kogi state.
Sex:	Female
Marital Status:	Single
Local Govt. Area:	Okehi
State of Origin:	Kogi State
Nationality:	Nigeria
Language:	English and Ebira.

EDUCATION:

- 1. HND in Computer Science (2017-2019)**
Federal Polytechnic Nasarawa
- 2. National Diploma in Computer Science (2014-2016)**
Federal Polytechnic Nasarawa

WORK EXPERIENCE:

- 1. Sales Representative (2021-2022)**
Intercontinental Gardens Estate, Abuja.

Schedules:

- Marketing the companies projects to prospective customers
- Reaching out to existing customers/client on new companies project

- 2. Creative story and Short story writer (2021)**
Talkutalku Creative Agency

Schedules:.

- Interviewing of creatives virtually
- Writing of contents and short stories for the companies website.

- 3. Administrative Officer / Class Teacher (2020-2021)**
Al- Haqq Islamic Academy Akure, Ondo state (NYSC)

Schedules: .

- Handle scheduling, record-keeping and report.
- Ensure the school complies with relevant laws and regulations.
- English and computer science teacher for senior secondary classes.

4. Front /desk officer (2016-2017)

Petroleum and Product Marketing Company (PPMC) Abuja

Schedules:

- Receiving of phones calls
- Attending to customers complaints and directing them to the appropriate channel for solutions.
- preparing reports and maintaining appropriate filing systems and managing the organization schedule or calendars.

SKILLS AND COMPETENCE:

- Professional**
- Creative Writing
 - Podcasting and Voice over.

ICT

- Other Skills:**
- Proficient with Microsoft word, Excel and PowerPoint.
 - Leadership and administrative skill.
 - Strong analytical skill.
 - Fast learning and application skill.
 - Resilience and innovative skill.
 - Oral and written communication skill.
 - Inter-personal relationship and networking skill.
 - Ability to work within a given time frame with minimal supervision.

INTERESTS:

Reading and studying, Writing and researching, travelling, and Socializing.

REFERENCE:

Available on request