

SALIHU AGATHA

@ agathasalihu@gmail.com
08022383286, 07013090681
Nvigwe Woji Port Harcourt, Rivers State.

SKILLS

- Adaptability and flexibility
- Analytical skills
- Attention to details
- Effective team management
- Ability to work with little or no supervision
- Multitasking

PERSONAL DETAILS

Date of Birth : 6th March, 1994.
Marital Status : Single
Nationality : Nigerian
Gender : Female
LGA/State of Origin : Olamaboro Local Government, Kogi State.

INTERESTS

Reading and researching

PROFESSIONAL SUMMARY

A high performing individual with an excellent aptitude to learning, seeking for challenging position an accountant computing and overseeing skills to help grow an organization to achieve its goals. Committed to providing a high quality service delivery to every job she works on, and is currently looking for opportunity in an open, friendly and professional environment where ideas could be implemented. I possess a strong desire to work and provide exceptional service towards organizational growth

EDUCATION

Federal Polytechnic Bida, Niger State. 2021
Higher National Diploma (HND), Accounting.

Federal Polytechnic Idah, Kogi State. 2015
Ordinary National Diploma (OND), Accounting.

Zion International School Suleja, Niger State. 2008
Senior School Certificate Examination (SSCE)

Halidu Adamu Primary School Suleja, Niger State. 2002
First School Leaving Certificate (FSLC)

EXPERIENCE

Government Girls Secondary School, Abua/odual Rivers state. January, 2023. - January, 2024.

Class Teacher (NYSC):

- Evaluating students' performance in class activities
- Engaging students in extracurricular activities
- Engaging students in inter-school competitions
- Engaging students in fourth coming examinations
- Preparing lesson note prescribed in curriculum

Kama Creation Ltd. December, 2021. - December, 2022.

Office Accountant:

- Reviewed account position
- Entered payroll and dispatched financial records
- Reviewed company transaction and communicated result to management
- Reconciled accounting position

Mayrock Digital Press

Office Secretary:

- Documented office files
- Received and sent mails to respective offices
- Minuted on mails sent and received
- Gathered relevant information and communicated to due persons
- Opens new files for entry
- Performed other clerical activities assigned

Grace of God Electronics

Secretary & Cashier:

- Documented office files
- Received and sent mails to respective offices
- Minuted on mails sent and received
- Gathered relevant information and communicated to due persons
- Opens new files for entry
- Performed other clerical activities assigned
- Entered clients transaction
- Effected payment via the computer
- Received clients and provided excellent services



REFERENCE

Available on Request - ""