

## **NASIRU, FAUZIYAT OZOHU**

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### **CAREER OBJECTIVE:**

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately and contribute my quota to the growth of a reputable organization which recognizes the value of hard work and trust me with responsibilities and challenges.

### **WORK EXPERIENCE:**

#### **❖ Icon Tees Nig. Ltd. Abuja, Federal Capital Territory**

**Position Held:** Administrative Officer (NYSC)                      2022 – 2023

#### **Responsibilities:**

- ✓ Schedule and make appointments
- ✓ Make typing/photocopies of correspondence, documents and other printable files
- ✓ Impact knowledge of computer basics to the company clients
- ✓ Confirm appointment and direct clients to the appropriate offices

#### **❖ Abeje Oil and Gas, Badagry, Lagos State**

**Position Held:** Customer Service Representative                      2020 –

2021

**Responsibilities:**

- ✓ Supply management with reports on customers need, problem and potential for new products and services
- ✓ Handling complaints to building strategies for improving the overall customer experience and fostering loyalty
- ✓ Collecting and analyzing customer feedback
- ✓ Processing orders and transactions

❖ Greater Heights Nur/Pry School, Okene, Kogi State

Position Held: Class Teacher

2016 - 2017

**Responsibilities:**

- ✓ Maintaining complete and accurate record of each student academic growth using school wide and classroom based formative and summative assessment
- ✓ Allocating and grading homework, test and examination for students while ensuring they are conducted in an ideal manner
- ✓ Designing classroom curriculum to facilitate student learning and maintaining effective communication with all students and parents

**SKILLS**

- Proficiency in the use of office management software like MS-Office (MS-Excel, MS-Word and MS-Power Point specifically)
- Tailoring and Fashion Designing
- Self-Motivated, Attention to Details and Target Oriented
- Digital Marketing and Live Chat Support

- ▶ Data Entry
- ▶ Researching and Proof Reading
- ▶ Strong organizational skill with problem-solving attitude
- ▶ Excellent written and verbal Communication skill

## **EDUCATION**

June 2022 – May 2023

National Youth Service Corps (NYSC)

2018 – 2022

**B.A in Philosophy**

Kogi State University, Ayingba, Kogi State

## **PROFESSIONAL CERTIFICATION**

### **❖ Aptlearn**

Project Management 2023

### **❖ Google Analytics Academy**

Google Analytics for Beginners 2022

### **❖ Google Digital Workshop**

Fundamentals of Digital Marketing 2022

### **❖ TEFL Professionnal Institute- Teacher Record**

Teaching English as a Foreign Language (TEFL) 2022