

ALFA YUNISA

Address: 27 Orji Street Mopol Quarter Nyanya, Abuja.

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Tel: 09120748827

OBJECTIVES:

A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers. Possessing a proven ability to help managers to make use of their time by dealing with their administrative and secretarial tasks. Ready and qualified for the next stage in a successful career with ambitious organization.

PERSONAL DATA:

Date of Birth	-	7 th May 1994
Sex:	-	Male
Marital Status	-	Married
Place of Birth	-	Inele-Ugoh
State of Origin:	-	Kogi State
Local Govt. Area	-	Olamaboro
Religion:	-	Christianity
Nationality	-	Nigerian

ACADEMIC QUALIFICATION WITH DATE:

▪ Kogi State University	2015-2017
▪ Ocheba High School, Igah Ocheba, Kogi State	2009-2015
▪ L.I.G.E.A Primary School, Inele-Ugoh, Kogi State	1999-2005

CERTIFICATES OBTAIN WITH DATES:

▪ Kogi State University (Diploma)	2017
▪ Ocheba High school, Igah Ocheba, Kogi State (WAEC)	2015
▪ First School Leaving Certificate (FLSC)	2005

SKILLS:

- Good communication skill
- Ability to work with little or no supervision
- Good/ self management Strong attention to details
- Ability to give and receive feedback

WORKING EXPERIENCE:

- | | |
|---|----------|
| ▪ The showroom Wuse II, Abuja | |
| Position Held: | - Driver |
| ▪ Aption Nigeria Limited Abuja. | |
| Position Held: | - Driver |
| ▪ Sarub Consulting Nigeria Limited, Lagos State | |
| Position Held: | - Driver |

HOBBIES

Reading, Writing, Traveling and Meeting people

REFEREES

1. ALFA JOHN

Business Man

Tel: 07054548443