

SADIYA UMAR
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08067887787/07087909448

OBJECTIVE

An articulate, well presented and focused graduate seeking an entry-level position in your reputable organization who will make an immediate impact on the operations of your organization enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn

EDUCATION

2019 - 2021 - Kaduna Polytechnic, Kaduna

- *Higher National Diploma in Accountancy*

2013 - 2015 – Kogi State Polytechnic

- *National Diploma in Computer Studies*

2007 - 2012 - Local Govt. Secondary Schools

- *Senior Secondary School Certificate*

2000 - 2006 - Excellence Nursery and Primary School

- *First School Leaving Certificate*

CERTIFICATES

2024 – KADCIT Hub Digital Skill Training

- Data Analysis

WORK EXPERIENCE

2022 - 2023 - Kaduna State Electric Distribution Company

National Youth Service Corps

Position: Account Section / Data Entry and Record Keeping

- Verifying payments, receipts, and balancing the books to ensure consistency across various financial statements.
- Preparing reports for management, which includes income statements, balance sheets, and cash flow statements. They ensure that reports are well-organized and accurate.
- Generating reports related to customer billing and payments, ensuring the company's finances are properly managed.

2017 - 2022 Maharaja Hotel

Position: Accountant / Cashier

- Handling financial transactions
- Managing cash flow
- Generating and maintaining financial records
- Preparing daily sales reports
- Balancing cash drawers and end-of-day reconciliation
- Maintaining financial integrity and compliance

2014 - 2015 – Computer Training School

Position: Computer Operator

- Operating computer systems
- Managing software and applications
- Providing technical support to students and trainers
- Maintaining computer hardware

2013 - 2014 - Abuja Electric Distribution Company (AEDC)

Position: Account Section

- Ensuring that all financial transactions are accurately recorded in the company's accounting system.
- Preparing reports for management, which includes income statements, balance sheets, and cash flow statements. They ensure that reports are well-organized and accurate.

SKILLS AND COMPETENCIES

- Ability to think and act strategically during challenging situations
- Excellent communication (oral and written) skills and interpersonal relationship with people from various backgrounds
- Ability to work in a team.
- Excellent time management
- Ability to adapt and learn in a new environment.
- Ability to influence and motivate people to achieve set organizational goals.
- Ability to work under pressure.
- An energetic self-starter, equally an excellent team player
- High level of integrity, result focused and success driven
- Accountability, transparency and strive for excellence at all times
- Competent skill in computer operation.

HOBBIES

Reading

Travelling

REFERENCES

Mr. A O. SHAIBU

AEDC (Abuja electric distribution company)

08051239290

MANSUR ADAMU

Kaduna Electric Distribution Company (KAEDCO)

08030501373