

MUHAMMAD UMAR FAROUQ

No. 1, Maiyaki Close, Behind Abattoir, Kutunku IV Extension Layout, Gwagwalada, FCT-
Abuja

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PROFILE SUMMARY

Umar holds a Bachelor's degree in Economics and has experience in office administrative support in some organizations. He displays confidence in roles which requires a high level of diligence, teamwork and interpersonal skills. With a demonstrated ability to meet deadlines and exceed goals, he is well positioned to join your organization.

BIO DATA

Date of birth:	21 st September, 1995
Sex:	Male
State of origin:	Niger State
LGA	Lapai
Nationality:	Nigerian
Marital Status:	Single

EDUCATION

- **University of Abuja (UofA)** **2019**
B.Sc. Economics, Second Class Honors (Upper division)
- **Government Secondary School, Gwagwalada, Abuja** **2014**
Senior Secondary School Certificate (WAEC & NECO)
- **Jolatsen Basic Academy** **2006**
Certificate of Primary Education

WORK EXPERIENCE

FCT-Internal Revenue Service, FCT-Abuja (NYSC PPA) 2020-2021

Tax Payer Service (TPS)/Return Process and Payment (RPP)

- Providing explanations and/or clarification to clients over the telephone in response to their business inquiries
- Generating Tax Identification Number to new Tax Payers
- Gathering information from taxpayers to establish the precise nature of their enquiry or request
- Assessment of Taxpayers payment
- Contributed in tax monitoring and assessment
- Assist in casting of figures
- Operating office machines

Usman Ibrahim's Cafe

2018 – till date

- Operating Café machines such as, Photocopier, laminating machine, printers etc.
- Remita and other payments
- Online Job application
- Assist internet users etc.
- Research and

Rahama Diagnostics Talata Mafara Branch, Zamfara State

2014 – 2016

Cashier

SKILLS AND COMPETENCIES

- Excellent interpersonal and communication skills (written and oral)
- Professional fluency in English, native fluency in Hausa & Nupe, and basic in Arabic
- Microsoft Office suite (Word, Excel, PowerPoint) and research methodology
- Data collection, analysis and report writing

REFEREES

Dr. Usman Gana 08095121463

University of Abuja

Department of Economics

Ibrahim Aguye Isah 08131228988

Deputy Manager (Finance & Account)

Federal Inland Revenue Service (**FIRS**)

Prof. Abdullahi Nazifi Darma 08096828195

Director Entrepreneurship Studies

University of Abuja