

Alex Richard

Highly motivated, with the ability and capacity to promote any organization or service. Professional skill in project management, administration and human resources. Works effectively within a team and can handle pressure.

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☎ 07063913697

📍 Kano, Nigeria

EDUCATION

Bsc public Administration

Bayero University Kano

02/2016 - 11/2019

Secondary school certificate

City center college

01/2007 - 12/2012

Kano

Certificate in information technology and data processing

N.I.I.T

04/2015 - 02/2016

Kano

National youth service

NYSC

11/2020 - 10/2021

Abuja

WORK EXPERIENCE

Administrative assistant

ITry Nigeria

02/2019 - 09/2020

Kano

Administrative assistant

Electronic connections limited

11/2020 - 11/2021

Kano

- Administrative duties
- Customer relations

SKILLS

Excellent communication skill.

Attention to details

Good computer knowledge

Good team work skills

Ability to multitask and work under pressure

CERTIFICATES

Certificate in software programming
(01/2015 - 11/2015)

LANGUAGES

English

Full Professional Proficiency

Hausa

Full Professional Proficiency

INTERESTS

Reading

Meeting new people

Sports