

# Bakimi

## Abigail Agwaza

E d u c a t o r / A d m i n i s t r a t i v e O f f i c e r



+2348164888596



abigoldbakimi@gmail.com



NAF Base / Abuja / Nigeria

## A B O U T M E

*I aspire to effectively acquire and apply knowledge and skills respectively to broader roles in management.*

I look forward to developing and expanding innovative and existing ideas respectively towards organizational development and to be of exemplary conduct, exuding integrity and core ethical values amongst colleagues and subordinates.

## S K I L L S

7 / 10

Data Management

7/10

Corel Draw

9 / 10

Communication

10 / 10

Microsoft Office Suite

6 / 10

SPSS

## E D U C A T I O N

B.Tech Business Education

Management Option (2<sup>nd</sup> Class Upper)

Abubakar Tafawa Balewa University, Bauchi State.

2014 – 2019

Diploma in Computer Practice

Great Heart Computer Institute, Mando Kaduna.

2013

S.S.C.E.

St. Francis College, Zonkwa, Kaduna State.

2005 - 2011

## E X P E R I E N C E

Secretary, VP Academics/Business Studies Teacher (NYSC)

AIR FORCE GIRLS COMPREHENSIVE SCHOOL / Abuja / January 2021 – Till date

Aside being the Business Studies Class teacher, I performed the following secretarial duties for the Vice Principal academics:

- Filing documents, entering data and maintaining databases.
- Processing, typing, editing and formatting reports, duty rosters and documents.
- Liaising with internal departments, communicating with external bodies and other duties as delegated by the VP.

Junior Commercial Executive (Industrial Training)

FEDERAL AIRPORT AUTHORITY NIGERIA / Benin / June 2018 – December 2018

Performed duties as delegated by the Head of Department such as:

- Billing of landing aircrafts, parking aircrafts and overnight vehicles.
- Billing of concessionaires and access gate vehicles.
- Processing, typing, editing and formatting documents, handling mail correspondence and other duties as delegated by the Head of Department.

Marketing and Commerce Teacher (Teaching Practice)

GOVERNEMENT SECONDARY SCHOOL NARAYI / Kaduna / January 2018 – May 2018

Did my Teaching Practice training in GSS Narayi.

- Taught SS1 students Marketing Subject.
- Taught SS1 students Commerce Subject.