**KATE DOGO CHUKALU**

Address: No 5 ungwar Bagudu Street by Patrick Yakowa way, Karji Kaduna.

Email Address: katedogo519@gmail.com

Phone no: 07032524815, 08072197014

**KEY COMPETENCY**

* Excellent team player with strong attention to Details.
* Exceptional service skills and experience.
* Proficient in Typing and Computer Skills.
* Ability to organize, prioritize and manage multi tasks simultaneously.
* Accept Challenges and work with Minimal or no Supervision.
* Result Driven Personality.
* Fluency in Oral and written in both English and Hausa Language.

**SKILLS ACQUIRED**

* Good House Keeping Practice (GHK).
* Budget and Forecasting.
* Pro-efficient in generating importation orders and deliveries.
* Leadership and critical thinking.
* Time management and motivation.
* Diplomacy and Customer Service.

**EDUCATION**

PGD, Entrepreneurship Studies. Kaduna State University, Kaduna State. Nigeria. 2018

HND, Business Administration. Kaduna Polytechnic, Kaduna State. Nigeria. 2014

SSCE. Ave Maria College, Kano 2004

First School Leaving Certificate. 1996

**WORK EXPERIENCE**

* **THE FABS HOTEL LIMITED**
  + Assistant supervisor food and Beverages. Mar 2016 – Feb 2017
* RESPONSIBILITIES
  + Monitored general daily operations under Foods and Beverage Dept.
  + Daily and weekly reconciliation of day’s business.
  + Takes inventory of stocks.
  + Preparing Budget and forecasting.
* **PIPELINE AND PRODUCT MARKETING COMPANY (PPMC) KADUNA**
  + Secretary to the Human Resource Manager (Contract) – 2007
* RESPONSIBILITIES
  + Supported HR manager in updating staff document/Profile.
  + Preparation of memos and correspondence for official use.
  + Responsible for taking and recording minutes during meetings.
  + Maintained and record incoming/outgoing mail.
* **PIPELINE AND PRODUCT MARKETING COMPANY (PPMC) KADUNA**
  + Procurement and General Duties Support Staff (Contract)
  + 2012-2015

RESPONSIBILITIES

1. Prepared requisitions for stationeries for office use and distributes accordingly.

2. Drafts and submit Correspondence for confidential official purpose.

3. Maintained Records and book keeping.

4. Hotel bookings/reservations and transportation arrangement for top management/guest.

5. Responsible for taking and recording minutes during meetings.

6. Maintained staff and general office file/other official document.

* **KADUNA STATE BOARD OF INTERNAL REVENUE**
  + NYSC 2015 – 2016
* **MIZKAY COLLECTION (SELF MANAGED BUSINESS, 2017 Till Date)**
  + Specialize on Mini Importation of Fashion items.
  + Product research and market Analysis.
  + Opening and Closing Deals.
  + Taking and Processing Orders For delivery.
  + Taking calls and resolving issues with client.

**REFERENCES**

MR BENJAMIN OGEDENGBE MRS LUCY GAGA AGOTHOR

Department of business Admin. Chief Accountant.

Kaduna Polytechnic Kaduna. Intl Committee of the Red Cross.

08032847046 (ICRC) 08034566550

MRS PAULINA BATURE

Area Revenue Officer.

Board of Internal Revenue Kaduna.

08020587524