**ATTAH, MARGARET**

OPPOSITE ELIM CHURCH, YELWA TUDUN, BAUCHI STATE

DOB: 27.02.1997

**Mobile**: 08107140802

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***Career Objectives***

An Enthusiastic, young dynamic result oriented professional who believes in trust, team play and hard work. To develop a sound professional career in a dynamic environment with experience in position requiring superior interpersonal communication and problem solving and seeks the opportunity to utilize academic and experience gained in the various industry in a challenging role world-wide with a progressive organization.

***Education***

2019 University of Jos, Plateau State.

 *B.Sc. Management Science – Second Class Upper*

**Employment Record: (detailing all career progression during the period)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Grade | Position | Organization |
| April – Dec 2019 | Ad hoc Staff | Cashier Officer | Pagatech Nigeria Limited |
| Dec – Nov. 2020 | Service Trainee | Classroom Teacher | NYSC, Gombe State |
| Nov – Till Date | Asst Manager | Cashier & Record Officer | Mothers’ Business |

**Work Experience**

**Year – April – December 2019**

Position – Cashier Officer

Organization – Pagatech Nigeria Limited

Key Responsibility:

* Stock/sales recording
* Receive cash payment and selling Electricity token to customers
* Make daily report of all financial transaction from wallet in the organization

**Year – December – November, 2020**

Position – Classroom Teacher

Organization – NYSC Gombe State

Key Responsibility

* Delivered accurate verbal and written lesson note to students
* Delivered accurate verbal and written report to school authority
* Good interpersonal communication skills between pupils and staff to enable pupils build adequate communication skills.
* Carried out assessment on pupils to ascertain knowledgeability and comprehension on the subject and topic taught on a termly basis or as determined by the school authority
* Documentation and clearance of new intake by the school authority

**Year – November 2020 – Till Date**

Position – Assistant Manager

Organization – Mothers Business

Key Responsibility

* Maintained contact with new and existing customers on patronage of vegetables and raw food stuff
* Carry out bargain with major suppliers of raw food stuff and vegetables
* Resolving Customer’s enquiries/queries
* Ensure effective and timely service delivery to customer
* Solving customers’ transaction related problems
* Ensure customer friendly disposition at all times
* Driving product sales

**Key Accomplishment in your last 2 roles: sequential order**

**Year** – April – December, 2019

**Position** – Cash Officer

**Organization** – Pagatech Nigeria Limited

**Key accomplishment:** Coordinated cash activities by ensuring timely processing of transactions over the counter. Ensured adequate controls are maintained in transaction processing in order to minimize the risk of losses from fraud. To ensure courteous disposition towards client on request for Electricity token. During my stay in Pagatech Nigeria Limited, I was able to maintain an excellent position among my colleagues.

**Year – December – November, 2020**

**Position** – Classroom Teacher

**Organization** – NYSC Gombe State

**Key accomplishment:** Taught 50+ pupil to help them actualize self through study and attention to details as disseminated in the classroom for a better future and usefulness to the society and Nigeria at large. Also worked as a volunteered facilitator with Mercy Corp international in educating and empowering adolescent Girl Child in New Enterprise.

**Professional Qualification:** National Institute of Management – Induction fortcoming

**Training Attended**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Programme Name** | **Institution** | **Location** |
| April 2019 | JEDC/PAGA Adhoc Staff Training | PAGATECH NIGERIA LIMITED | Jos Plateau State |
| Nov 2019 | SANEF/CBN Financial Inclusion Programme | PAGATECH NIGERIA LIMITED | Gombe State |

**Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Proactive |  Excellent |  Good |  Fair |
| Interpersonal skills |  Excellent |  Good |  Fair |
| Attention to detail |  Excellent |  Good |  Fair |
| Relationship management |  Excellent |  Good |  Fair |
| Communication (oral & written) |  Excellent |  Good |  Fair |
| Customer/Client Orientation |  Excellent |  Good |  Fair |

**Computer Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Microsoft Power Point |  Excellent |  Good |  Fair |
| Microsoft Word Processing |  Excellent |  Good |  Fair |
| 2D & 3D Video Explainer |  Excellent |  Good |  Fair |
| White Board Animation |  Excellent |  Good |  Fair |
| Statistical Package of Social Science (SPSS) |  Excellent |  Good |  Fair |

**Interest and activities**

|  |
| --- |
| Listening to music |
| Meeting people |
| Travelling  |

References

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Email Address** | **Telephone** |
| Engr. Fred Attah | MD, Suncraft Ventures | fredattah@gmail.com | 08033588041 |
| David Olanrewaju | Business Developer, Pagatech Nigeria Limited | davidolanrewaju@gmail.com  | 08060060472 |
| Mr. Victor Oni | Lab Scientist, Gibbs Scientific Nigeria Limited |  | 08037457342 |