**YAKUBU DORIS SHEHU**

**ADDRESS**: No.2 Oba Ovarenwe street Works and Housing Estate, Gwarinpa FCT

**EMAIL**: dorisyakubu17@gmail.com **TEL**: +234816-478-6163

**PROFILE STATEMENT:**

Dedicated graduate of English and Drama with progressive background in customer services and knowledge in all aspects and service delivery.

**PERSONAL DATA:**

Date of Birth: 22nd July, 1992

Sex: Female

Marital Status: Single

Nationality: Nigerian

State of Origin: Taraba

L.G.A: Karim-Lamido

Discipline: English and Drama

**EDUCATION**:

2015 Kaduna State University

***B.A***

2006 Federal Government Girls College,

Jalingo, Taraba State

***SSCE/NECO***

1999/2000 Model Nursery and Primary School

Jalingo, Taraba State

***FSLC***

**CERTIFICATE AND AFFILIATIONS:**

2017 Quality Management Career Center/PMI

***Project Management (CAPM)***

2017 Quality Management Career Center/PMI

***Human Resource Management (HRM)***

2017 Quality Management Career Center/PMI

***Office Management (CAPM)***

**SKILLS AND CAPABILITIES:**

* Interpersonal skills
* Project implementation
* Multi-tasking
* Cooperate communication

**WORKING EXPERIENCE:**

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| --- | --- | --- | --- |
| **Organization** | **Post Held** | **Date** | **Task/Experience** |
| Faith Mission Nursery & Primary School, Jalingo | Cashier | 2011 | * Preparing schedule for payment * Documentation and Report * Handling cash |
| Government College, Keffi | Teacher | 2016 – 2017 | * Preparing Lesson note * Teaching |
| National Youth Service Corp (NYSC) – Discharge Certificate |  | 2017 |  |
| Access Bank Plc | Marketer | 2017 – 2018 | * Identify business * Contribute to team effort by accomplishing the organizational goals |
| Fidelity Bank Plc | Marketer | 2018 – 2019 | * Recommending new opportunities and service improvement * Maintaining relationship with customers by providing support and information |
| Access Bank Plc | Relief teller | 2019 – 2020 | * Processing customers transaction such as deposit, withdrawals and fund transfers |

**INTEREST:**

Studying, sport and meeting new people

**REFEREES:**

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| --- | --- | --- |
| **Mr. Aaron N. Ishaku**  Office of the Accountant General,  Ministry of Finance Jalingo,  Taraba State.  08038045814 | **Dr. Ahamad Babajo Kofa**  Department of English and Drama  Kaduna State University  08034042017  profakbabajo@gmail.com | **Gen. Jeremiah A. Faransa**  Army Pension Board,  Kubwa, Abuja.  08037212462  jedosyone@yahoo.com |