**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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:**

|  |  |  |
| --- | --- | --- |
| **Mr. Aaron N. Ishaku**Office of the Accountant General, Ministry of Finance Jalingo,Taraba State.08038045814 | **Dr. Ahamad Babajo Kofa**Department of English and DramaKaduna State University08034042017profakbabajo@gmail.com | **Gen. Jeremiah A. Faransa**Army Pension Board,Kubwa, Abuja.08037212462jedosyone@yahoo.com |