

RABIAT RABIU

**KK 14 Yoruba Street, Off Lagos Road
Kaduna, Kaduna State.**

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PERSONAL INFORMATION

Nationality:	Nigerian	Date of Birth:	21/07/1992
State of Origin:	Oyo State	Sex:	Female
Local Govt. Area:	Olorunsogo	Marital Status:	Married

OBJECTIVE

To build career in a result oriented organization, working with teams of professionals that will offer premium experience and exposure for continual self-development and corporate benefit.

INSTITUTIONS ATTENDED WITH DATE

2019	2020	University Of Makurdi
2015	2018	Federal Polytechnic Bauchi, Bauchi
2011	2014	Federal Polytechnic Bauchi, Bauchi
2013	2014	Nigerian Institute of Management
2012	2013	Compusoft Institute of Information Technology
2006	2011	Command Day Secondary School Bauchi, Bauchi
1999	2005	Command Children School Bauchi, Bauchi

ACADEMIC QUALIFICATIONS WITH DATE

2020	Post Graduate Diploma in Banking and Finance
2018	Higher National Diploma (HND) in Banking and Finance
2014	National Diploma (ND) in Banking and Finance
2011	Senior Secondary School Examination
2005	First School Leaving Certificate

CERTIFICATE

2019	NYSC Certificate
2019	Drug Free and Quality Control (NYSC CDS Group)
2014	Nigerian Institute of Management
2013	Certificate in Computer Application

REASERCH

- Effect Of Point Of Sales (POS) On Service Delivery And Growth Of Business In Nigeria (A Case Study Of Some Selected Stock Places In Bauchi) (HND Project 2018)
- The Role Of Commercial Bank In Developing Small And Medium Scale Enterprise In Nigeria (ND Project 2014)

WORKING EXPERIENCES

- 2013-2015 **Bright Child Int'l Nursery/Primary School Bauchi**
Post: Classroom Teacher
Responsibilities:
 - To ensure the welfare and wellbeing of pupils
 - To impart knowledge on pupils
 - To prepare lesson notes
- 2018 **Ministry of Finance Gombe, Gombe State**
Post: Confidential Secretary to the Permanent Secretary
Responsibilities:
 - Taking minutes of files
 - Taking minutes of meeting
 - Record keeping
- 2019 **Nestle Nig. Plc. Gombe Region**
Post: Sale's Representative
Responsibilities:
 - Selling across all nestle product
 - Account reconciliation and stock balance
 - Cash collection and ensuring sell out

➤ 2020/2021 **SAJE INVESTMENT LTD. Bauchi, Bauchi State**

Post: Manager

Responsibilities:

- Decision Making
- Checking the activities of Staff across the branch

LANGUAGES SPOKEN

English, Yoruba and Hausa

PERSONAL SKILLS

Good communication skills, Computer skills and ability to prioritize work.

HOBBIES

Watching Films, Adventure, Reading and Sport

REFEREES

1. Olayiwola Olalekan

Regional Sale's Manager

Nestle Nig. Plc Gombe, Gombe State.

Tel: 08052971716

Email:olalekan.olayiwola@ng.nestle.com

2. Engr. Prof. S. Abdulsalam

Department of Chemical Engineering

Abubakar Tafawa Balewa University Bauchi, Bauchi State

Tel: 08032839412

Email:surajudeenabdulsalam@yahoo.com

3. Dr. A.L Amao

Department of Electrical and Electronics Engineering

Abubakar Tafawa Balewa University Bauchi, Bauchi State

Tel: 08026796700