BUSINESS ADMINISTRATOR AND MANAGER

TABITHA ISHAYA



contact



CERTIFICATIONS

SKILLS

EDUCATION

NETWORK OPERATIONS MONITORING TECHNICIAN / *Technology Smarts / Charleston, SC*

I am highly proactive, Enthusiastic, dedicated, disciplined,flexible, professional and adaptable in any field of activity I find myself. I have good interpersonal and analytical thinking skills which allow me to take challenges with minimal or no supervision and strong general management and problem solving competence. I am capable of working in a busy environment and support subordinate and superior officers towards attaining Organizational goal where professionalism, innovation, merit, talent and team work are held in high esteem.

**tishaya238@gmail.com,**

**07033770831**





DNA no 2 Faringida Mando, Kaduna

Language spoken

English & Hausa

Date of Birth

State of Origin

6th February, 1991

Gombe

**National Diploma in**

**Business Administration and Management**

The Federal Polytechnic, Kaura-Namoda (2015)

National Diploma Business Administration and Management

(2015)

Senior Secondary School Certificate (2013)

* Ability to grasp concepts, ability for data gathering, interprets and use the information to solve problems
* Ability to communicate effectively, interpersonally and in written forms.
* Detailed oriented and problem solving oriented
* Ability to work well and under pressure
* Ability to work independently and strategically and with directives from superior officer.
* Ability to multi-task.
* Project Manager and Team building skills

**SSCE/WAEC Certificate**

T&T Secondary School,

Kaduna(2013)

**First School Leaving Certificate**

Methodist Primary School,

Apapa Lagos (2002)

Professional Experience

**1. HQ 82 Division Nigerian Army Enugu 2019-2020**

**Designation: office Assistant**

* Assist in running the day to day activities of the unit.
* Typing, preparing and collecting reports.
* Maintaining component schedule and appointments.

**2. Deo multi services network limited January, 2016**

**Designation: Industrial Attachment (IT)**

* Customer relationship.
* Typing, preparing and collecting reports
* Preparing documents.

**3. Mr. Biggs’, KD 6 Nnamdi Azikwe Express way,Kaduna Motors, Kaduna November, 2016-2017**

**Designation:** Cashier/ Assistant Supervisor

**HOBBIES**

* Communication, meeting people, reading, music, research, travelling, sport

**REFEREES**

**Wusu J. Emmanuel (Principal Tgst.) Yelwa Mohammed**

National Water Resources Institute Nigeria National Petroleum Cooperation

P.M.B 2309, Mando Road, Kaduna

Kaduna. 08034644738

08134921464