

HASSANA BALAT LEKWOT

NO. 29 PIPELINE ROAD, BAYAN DUTSE, NARAYI, KADUNA

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OBJECTIVE

To exhibit the best of my skills and knowledge and also to provide first class solutions that will lead to the accomplishment of the set goals and objectives of the organization.

PERSONAL PROFILE

Date of Birth: 17th May, 1995
Place of Birth: Kaduna State.
Gender: Female.
State of Origin: Kaduna State.
Nationality: Nigerian Status:
Marital Status: Single.

INSTITUTIONS ATTENDED WITH DATE

Federal Polytechnic Nasarawa State <i>National Diploma in Banking and Finance</i>	2014
Mind Royal Computer Institute Lugbe Abuja <i>Diploma in information and computer Technology</i>	2012
Tafawa Balewa Memorial Commercial College, Kaduna State <i>Senior Secondary School Certificate (NABTEB)</i>	2009
Ibrahim Memorial International School Harfan Kagoro, Kaduna State <i>First School Leaving Certificate</i>	2003

CERTIFICATES OBTAINED WITH DATE

National Diploma (ND) in Banking and Finance	2014
Diploma in Information Computer Technology	2012
Senior Secondary School Certificate	2009
Primary school certificate	2003

WORKING EXPERIENCE

- ❖ SUPERVISING COMMUNITY HYGIENE PROMOTION WITH WASH UNIT (UNICEF) 2019
- Monitoring of field activities with WASH unit, Dutse LGA (UNICEF)
 - Community Led Total Sanitation (CLTS) Training for stopping open defecation in communities by WASH unit, Dutse LGA.
 - Training on Water Sanitation and Hygiene promotion in communities (WASHCOM) Dutse LGA.
 - Data Collection of Latrines using mobile smart phone with WASH unit Dutse LGA
 - □ WASH Template for Community Mapping using Smart Phone Dutse LGA.

SKILLS

- Excellent communication and interpersonal skills.
- Excellent customer service skills, tact and diplomacy in dealing with both customer and employees.

- ❖ **A.K USMAN & CO.** 2018
 YY2 Abuja By Lagos Round About Kaduna State
 DUTY
 Secretary
- ❖ **INDUSTRIAL TRAINING (IT)** 2015
 Micro Finance Bank Samaru Kataf, Kaduna State
 DUTY
 File Record, Movement and Dispatch of Attended Files
- ❖ **FEDERAL MEDICAL CENTER KEFFI** 2014
 Ultimate Initiative Multipurpose Corporative Society (UNIMCS) Ltd. Keffi
 DUTY
 Secretary
 - Ability to work in fast-faced environment and under pressure as needed.
 - Ability to work with little or no supervision.
 - Ability to solve problems and good leadership skills.
 - Proficiency in computer operation.

INTEREST

Research, Reading, Traveling and making friends.

SPOKEN LANGUAGE

English, Atyap, Hausa.

REFEREES

MR. JAMES BATURE

Principal Regulatory Officer
 NAFDAC National Head
 Quarter Abuja
 07036574927

MR. TIMOTHY SHABAYAN

Boastal Training Institute
 Kakuri, Kaduna State.
 08133501001

MISS JUMMAI JWANLE

Jigawa State Pension House Dutse,
 Jigawa State.
 08161612424