**NANA FIRDAUS HASSAN**

***Ido Sarki Along Airports Aoad Abuja.***

***Tel: 07035614156, 07033261004***

***Email:****nanafridaushassan@gmail.com*

**PROFESSIONAL PROFILE**

A fervent person, who enjoys being part of successful and productive team, quick to grasp new ideas and concepts, and very innovative can promptly develop solution to pressing problems.

***CAREER OBJECTIVE***

To strive for excellence and precision at all times and to contribute effectively to the objective of the organization.

***PERSONAL DATA***

Date of birth: 4th October, 1998

Sex: Female

State of Origin: Osun

Local Government: Ede North

Nationality: Nigerian

Marital Status: Married

Religion: Islam

Language Spoken: Proficient in English, Yoruba &Hausa

***EDUCATIONAL INSTITUTION ATTENDED WITH DATES:***

Gems Group of School, Kaduna 2000 – 2006

Gems Group of School, Kaduna 2007 – 2010

Salam-Salam International School, Kaduna 2011 – 2014

Nuhu Bamalli Polytechnic, Zaria 2016 – 2018

Kaduna Polytechnic, Kaduna 2019 – 2021

***QUALIFICATIONS OBTAINED***

First School Leaving Certificate 2006

Senior Secondary School Certificate Examination 2014

National Diploma in Taxation 2018

Pre- HND in Accountancy 2021

***ADDITIONAL CERTIFICATES OBTAINED:***

Smart link Computer Training School Kaduna 3 years

Certificate in Computer Operations

***COMPUTER SKILLS/COMPETENCE***

* Microsoft word
* Microsoft excel
* Microsoft Power Point
* Internet research and browsing

***WORKING EXPERIENCE WITH DATE***

1. Zurike and Sons Nigeria Limited Kaduna 2014 -2015

**Post Held**: Cashier

1. Delpride Global Ventures Kaduna 2016 -2017

**Post Held:** Cashier

1. Duwan company limited 2018- 2021

**Post Held:** Secretary to MD

***HOBBIES:***

Reading, making research and sports

**REFEREES:**

1. **ALH. BASHIR AHMAD**

 Chairman/CEO,

 Duwan Company Limited,

 No 12A Nnamdi Azikwe Bye-pass, A/Muazu, Kaduna.

 Tel: 08033204842

1. **MALLAM JAMILU KAMARUDEEN**

 General Manager: Delpride Global Ventures Kaduna

 ojonla90@gmail.com

 08034974129/09068416741

1. **ALH.SANI MUSA**

Admin Manager

 Duwan Company Limited

 08022669000