

# NAFISAT HALIDU ABUDULLAZEEZ

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## CAREER OBJECTIVE

A highly organized, detail orientated and dependable professional seeking a challenging career with your organization to get a position of responsibility, using my professional skills and efficiency in theoretical and practical knowledge of generally accepted accounting principles to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

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## WORK EXPERIENCE:

**Innovative Hub for Research In Africa (IHFRA)**

**July 2021-Till Date**

**Position:** Field worker (Data Collector)

### Role:

- Conduct a study research in different communities in a particular state appointed
- Collecting and Analyzing of qualitative data under the supervision of the principal Investigator in order to carry out the research

**Access Bank Plc**

**September 2019 – July 2021**

**Position:** Retail Operation officer (Customer Care Representative and Teller)

### Role:

- Build Customers relationship
- Assist Customers in depositing and withdrawal of cash
- Assist Customer in the protection of account
- Answers customer question about services

**Xploit Consulting Limited**

**May 2019 – August 2019**

**Position:** Environmental Auditor

### Roles:

- Assessment of environmental operation and procedure for a company
- Detection of existing compliance problem of environmental management deficiency

**Muslim Middle School Osun State**

**May 2018 – March 2019**

**Position:** Subject Teacher (Basic Science)

### Role:

- Planned, prepared and delivered instructional activities that facilitate effective learning experiences.
- Developed schemes of work and lesson plans.
- Established and communicated clear objectives for all learning activities.

**Noma Hospital, Sokoto State***October 2016 - December 2016***Position:** IT student (Haematologist)**Role:**

- Specialized in treating condition of blood
- Managed a wide range of clinical facilities

**Specialist Hospital, Sokoto State***October 2015 – December 2015***Position:** IT student (Microbiologist)**Role:**

- Managed a wide range of clinical facilities
- Carryout cultural and sensitive test
- Identification of microscope organism in patient

**INDEPENDENT NATIONAL ELECTORAL COMMISSION, OSUN STATE.***April 2018 – February 2019***Position:** Presiding Officer (Freelance)**Role:**

- Responsible for the conduct of the election in the polling stations and initiates good knowledge of the voting procedures.
- Complied with all instructions from the Returning Officer.
- Supervised the poll clerks and took responsibility of the polling station.
- Maintained secrecy of the ballot.

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**EDUCATION****Bachelor of Science Biology (BSC)***March 2018*

Usmanu Danfodiyo University Sokoto State

**Senior Secondary School Certificate (WAEC)***July 2020*

Overcomers Int'l School Suleja, Niger State

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**CERTIFICATIONS****Certificate of National Service***March 2019**National Youth Service Corps (NYSC)***Associate Environmental and Safety Manager Certificate***October 2018**Environment and Safety Management Institute (AESM)***Health Safety and Environment Certificate***October 2018**Environmental and Safety Management Institute*

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**KEY SKILLS AND STRENGTHS**

- Ability to work in a team under pressure with minimal supervision and maintain confidentiality
- Ability to establish and nurture beneficial business relationships
- Excellent negotiation skill with ability to influence others
- Ability to perform analytical functions and resolve accounting issues.

- Considerable knowledge of modern office methods, practices, procedures, and equipment.
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## TECHNICAL SKILLS

- Versatile with the use of MS Office Suites (Word, Excel, PowerPoint)
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## HOBBIES

- Volunteer work
  - Travelling
  - Creating friendly and business connections
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## PERSONAL PROFILE

**Date of Birth:** 27<sup>th</sup> August, 1994

**Gender:** Female

**Local Govt. Area:** Suleja

**State of Origin:** Niger State

**Nationality:** Nigerian

**Marital Status:** Single

**Languages:** English, Yoruba,

Hausa

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## REFERENCES

Available on Request