

# **MONICA BITRUS SALIHU**

Sule Makeri Street, Mando, Igabi LGA, Kaduna State

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## **PROFILE STATEMENT:**

I am brilliant, self-directed management professional with experience in maintaining a fast-paced and pivoted role in dynamic environments. Additionally, I have strengthened my skills in working environments over the years of experience involving multitude tasks. Moreover, I am willing to learn and improve on acquired knowledge.

## **PERSONAL DATA:**

Date of Birth: 7<sup>th</sup> September, 1992

Sex: Female

Nationality: Nigerian

State of Origin: Borno

LGA: Hawul

Marital Status: Married

## **SKILLS AND CAPABILITIES:**

- Proficient in the use of Microsoft Office
- Time management
- Intermediate skills in the use of SPSS and KoboCollect
- Experienced Teacher
- Proficient in project management
- Unique Inter-personal relationship skill
- Office and Data management

- Quick learning and critical thinking
- Strategic planning and scheduling
- Corporate Communication and experienced in Marketing
- Leadership Development Team Building Technology Development

### **CERTIFICATIONS & AFFILIATIONS:**

2017 Human Resource management (SHRM) Quality Management Career Center/AMA

2017 Project Management (CAPM) Quality Management Career Center/PMI

2017 Office Technology Association for Talent Development (ASTD)

2017 Personal Effectiveness Quality Management Career Center/ICG Prospects

### **EDUCATION:**

2015 B.Sc Geography Gombe State University, Gombe State

2010 Senior Sec. Certificate Exam. Baptist Academy, Gombe

2004 First Sch. Leaving Certificate F.C.E Demonstration School, Gombe

### **WORK EXPERIENCE**

#### **Clinton Health Access Initiative 2021**

#### **Position: Volunteer Data Collector**

#### **Job Description:**

- Collection of data in various Health facilities assigned that has to do with Sexual Reproductive, Maternal, New-born, child, Adolescent Health Plus Nutrition Services
- Collection of daily and weekly report as required by the Coordinator
- Administering the questionnaire using the survey CTO

- Attending evening review meeting and giving of feedback
- Sending of data to the server
- Engaging in Focused Group Discussions (FGD) as the note taker and recorder
- Engaging in Key Informant Interview (KII) as the note taker and recorder
- Listening and transcribing of recorded notes after daily activities on the field

**Access Bank Plc.**

**Position: Direct Sales Agent 2017/2020**

**Job Description:**

- Identify and understand the need of customers
- Maintain accurate records of all sale activities, budget achievements and cross sales referrals
- Participating in tactical sales and marketing activities
- Sell Bank products proactively to prospective customers
- Processing of initiated customer transactions and account opening
- Participating in weekly sales performance review meeting

**Government Sec. School, Kofar Hausa, Keffi (NYSC)**

**Position: Geography Teacher 2017**

**Job Description:**

Develop and issue educational content including notes, tests and assignment

- Supervise classes to ensure all students are learning in a safe and productive environment
- Organize supplies and resources for teaching and presentation
- Deliver personalized instruction to each student by encouraging interactive learning

- Plan and implement educational activities and events immediately
- Ensure that the classroom is clean and orderly
- Prepare and distribute periodic progress reports and report cards
- Attend parent-teacher's meetings
- Evaluate and document students' progress
- Allocate and grade homework, assignments and tests

### **Ashaka cement industry, Gombe State 2014**

#### **Position: Industrial Training (Student)**

#### **Job Description:**

- Field work survey and mapping
- Drilling and sampling
- Use of GPS

#### **SPOKEN LANGUAGES**

Fluent English, Hausa/Fulani, Bura and Basic Igbo, Yoruba

#### **HOBBIES**

Reading, Cooking and Travelling

#### **REFEREES:**

**Dr. David Immanuel** Quality Management Career Center, Abuja – FCT

0816 742 6776

**Mr. Ezekiel Edom**, Marketing Manager, Access Bank Plc.

08138427147

**Dr. L. A. Mbaya** Department of Geography, Gombe State University

0802 453 4429