

MUHAMMAD, KHADIJAH.
Number 41 Owodunni Street, Onipanu,
Lagos.
Tel: +2348032556961, +2349018549478.
E-mail:deejarhashatta@gmail.com

PERSONAL DATA

Date of Birth:	20th September, 1998.
Gender:	Female
Marital Status:	Single
State of Origin:	Kogi State
Local Government Area:	Yagba East
Nationality:	Nigerian

CAREER OBJECTIVES

Seeking employment into the organization where I can utilize my innovative, communication, and administrative skills to further enhance the goal of the organization.

EDUCATIONAL QUALIFICATIONS

B.Sc. Chemistry	2020
Ahmadu Bello University, Zaria, Kaduna State.	
Senior Secondary School Certificate	2014
Ulul-Albab Science Secondary School, Katsina, Katsina State.	
First School Leaving Certificate	2008
Spring Nursery and Primary School, Kano, Kano State.	

WORKING EXPERIENCE

Customer Care Executive

2021

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Ibadan, Oyo State

Assistant Lecturer (NYSC)

2021

Federal College of Animal Health and Production Tech.

Ibadan, Oyo State.

Quality Control Inspector (IT)

2018

Karishma C.K. Manufacturing Ltd.

Kano, Kano State

PROFESSIONAL CERTIFICATION

Human Resource Management

Health, Safety and Environmental Management

PERSONAL SKILLS

- Intermediate skills in Microsoft Word, Excel and Power Point
- Team Player
- Problem solving
- Ability to work without supervision
- Strong written and verbal communication skills
- Good public speaking ability
- Time management and efficiency
- Ability to learn fast

REFERENCE

Would be made available on request