



Hajara Philip

 Kaduna, Kaduna

 [linkedin.com/in/hajara-philip-](https://www.linkedin.com/in/hajara-philip-399ab9196)

 08054290999

399ab9196

 Philiphajara802@gmail.Com

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

● Staff Management

●●●●●
Excellent

● Negotiation

●●●●●
Very Good

● Operations management

●●●●●
Very Good

● Financial Management

●●●●●
Excellent

Work History

● **Manager**

Chu Chu's, Kaduna, Kaduna

- Raised performance in areas of sales, management and operations by identifying and targeting areas in need of improvement.
- Developed and maintained relationships with customers and suppliers through account development.
- Achieved or exceeded financial goals on regular basis by controlling expenses, optimizing schedules and regulating inventory usage.

● **Teller Intern**

Guaranty Trust Bank, Kaduna, Kaduna

- Maintained friendly and professional customer interactions.
- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Counted, verified and handled bank deposits.

● **Personal Assistant**

Globacom Telecommunication, Kaduna, Kaduna

2021-01 - 2021_12

2019-01 - 2019-09

2018-01 - 2018-12

- Displayed absolute discretion at handling confidential information.
- Sourced and ordered office equipment and supplies.
- Maintained appropriate filing of personal and professional documentation.



Education

2015-12 - 2017-12

- **National Diploma: Computer Science**

Nuhu Bamali Polytechnic - Kaduna, Nigeria

2008-08 - 2014-01

- **Senior Secondary School Certificate : Wasse**

Queen Amina College - Kaduna, Nigeria

2002-01 - 2008-01

- **1st School Leaving Certificate**

Christ Ambassadors College - Kaduna, Nigeria