Hajara Philip

Kaduna, Kaduna

linkedin.com/in/hajara-philip-399ab9196

08054290999

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.

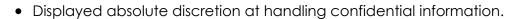
Personal Assistant

Globacom Telecommunication, Kaduna, Kaduna

2021-01 - 2021_12

2019-01 - 2019-09

2018-01 - 2018-12



- Sourced and ordered office equipment and supplies.
- Maintained appropriate filing of personal and professional documentation.



Education

2015-12 - 2017-12

2008-08 - 2014-01

2002-01 - 2008-01

National Diploma: Computer Science

Nuhu Bamali Polythecnic - Kaduna, Nigeria

- Senior Secondary School Certificate: Wasse Queen Amina College Kaduna, Nigeria
- 1st School Leaving Certificate
 Christ Ambassadors College Kaduna, Nigeria