

# JIMOH ABUBAKAR SEDIQ

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## PERSONAL INFORMATION

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Sex: Male	Date of Birth: 8 <sup>th</sup> Febuary, 1994
State of Origin: Osun	L.G.A: Osogbo
Marital Status: Single	Nationality: Nigerian
Place of Birth: Kaduna	

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**OBJECTIVE:** To engage in a competitive environment where my skill and potential can be fully utilized, for the growth and success of the organization.

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## ACADEMIC BACKGROUND:

- **2017-2019** Federal Polytechnic Bauchi.  
HND Mass communication  
Distinction
- **2011-2013** Nuhu Bmalli Polytechnic, Zaria, Kaduna.  
Diploma in Mass communication  
Lower Credit.
- **2009-2011** Aunt Nica's Secondary School,  
V22 Kerewa Road Tudun Wada, P.O. BOX 10660  
Kaduna.  
Secondary School Certificate (SSCE).  
West African Senior School Certificate (WASSC)
- **1999-2004** LEA Primary School Ungwan Shanu, Kaduna  
Primary School Certificate (PSC)

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## TECHNICAL SKILLS

- Proficient in Microsoft Office tool. (Word, Excel and Power Point)
  - Use of Internet and Good reasoning.
  - Team work, Good knowledge in Risk assessment techniques and management.
  - Listening and taking direction quickly, maintaining tactful and professional conduct with excellent writing and verbal skill.
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## **WORK EXPERIENCE**

### **2020-2021: National Youth Service Corp (NYSC)**

Arewa Metal Containers Limited (ARMECO), Kaduna State.

*(Business development department)*

- Filled, documented and raised payment advice and opening job cards for both new and existing customer
- Monitored job progression as well as writing report of job progress
- Compiled articles for publication for both online and offline media of the company (ARMECO)

### **2015 - 2017: Silver platter Events Management company, Lagos state.**

*(Administrative Officer)*

- Oversee schedules for all executives and manage booking for conference rooms and group workspaces.
- Work with HR department to facilitate recruitment drives, including setting up and running a booth at local career fairs.
- Train new administrative interns in office management procedures and schedule on- the-job mentoring with multiple departments.
- Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.
- Created a new system for following up with potential clients in an efficient and effective manner.

### **2012-2012: Student industrial training scheme (SIWES) Kaduna**

State Media Corporation (KSMC), Kaduna.

*(Reporter)*

- Compiled publication and created awareness for the company (KRPC) and its community host.
- Identified the needs of the community host and strategies on a plan to make it work.
- Tour guide to students, companies under excursion

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## **HOBBIES:**

Research, Traveling, Reading, Writing, Community development.

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**REFEREES: To be provided upon request**