

# HALIMATU SADIA MUSLIM

P.O.Box AN 12713, Accra North

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## PERSONAL INFORMATION

**Date of Birth:** 21st March, 1990

**Marital Status:** Married

**Nationality:** Ghanaian

**Language(s):** Twi, Kotokoli, Hausa and English

## PROFILE

### **Career Objective:**

I am looking for an opportunity as Human Resource/Administrative Officer in a reputable organization that can provide an opportunity to fully utilize my knowledge and skills for mutual benefit.

### **Strengths:**

I am a young and energetic professional with the ability to learn fast, a team player, humble, honest and diligent. A self-motivated person with the ability of inspiring others, tackling difficult problems that may be impossible to others.

## WORK EXPERIENCE

### **2020-Date: Ghana Armed Forces (Base Ordinance Depot)**

*Intern*

- Assisting in receiving and Filling of mails and request forms
- Assisting in logistics disbarment
- Assisting in recording of Data
- General Duties

### **2018-2019: Social Security and National Insurance Trust (SSNIT)**

*National Service Personnel*

- Member Service Department
  - o Registration and verification of new SSNIT contributors
  - o Updating and verification of existing SSNIT contributors
  - o Data entering and status enquiry
  - o Sorting of registration, updating and verification of forms

### **2017: SOFTCLIQ**

*Intern*

- Attached to Human Resource/Admin Department

**2009-2010: Steven and Sophia Preparatory School**

*Teacher*

- Taught ICT (Primary and JSS)

**2008-2009: Erdmah International School**

*Teacher*

- Taught ICT (Primary and JSS)

**EDUCATION AND QUALIFICATION**

**2022** National Female Pre-Tech Training Program, Accra  
Certificate in Data Science & Analytics

**2014-2018** University College of Management Studies, Accra  
BSc (Hons) Human Resources

**2009** IPMC College of Technology, Accra  
Certificate in Introduction to Computer

**2004-2007** Odorgonnor Secondary School, Accra  
WASSCE

**OTHER COMPUTING SKILLS**

**Applications:** Microsoft Office Suite (Word, Excel, Power Point & Publisher)

**INTEREST**

To support my organization to be the leader in the industry through creativity and innovations

**REFERENCES**

**WOI Linda Addai**  
Chief Clerk  
Base Ordinance Depot  
Ghana Armed Forces  
Phone: 0244986679

**Mr. D. K. Aboagye**  
Head of Human Resources and General Studies  
University College of Management Studies  
Phone: 0209117471 / 0544514994

**Justice Agyapong**  
Member Service Manager,  
Social Security and National Insurance Trust (SSNIT),  
Phone: 0208413016