**FATIMA SULEIMAN**

2222 Nwachukwu Solomon Street, Sector F, FHA Lugbe

Phone: 08129403332 | Email: dearteemah@gmail.com

**PERSONAL DATA**

Date of Birth: 25/08/2000

Place of Birth: Kaduna

State: Kogi

Nationality: Nigerian

# OBJECTIVE

To secure a challenging position in a reputable organization which offers professional working environment and will allow me to grow by applying my skills and abilities while meeting the organizational goals and objectives.

# PROFESSIONAL EXPERIENCE

**Office Assistant**

**Sunshine Photo Production, Kaduna Metropolis, Kaduna Metropolis**

* Delivered clerical support by handling different routines and special requirements.
* Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.
* Verified accuracy of business records by consistently updating customer information
* Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
* Processed invoices and expenses using QuickBooks to facilitate on-time payment.
* Supported staff on special assignments and ad hoc projects.
* Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted.

# EDUCATION

**National Diploma 2019-2021**

Ahmadu Bello University, Zaria

**SSCE (WASSCE) 2011-2017**

Federal Government College Malali, Kaduna

**Primary School Certificate 2006-2012**

LEA Primary School Katsina Road

# SKILLS & COMPETENCE

* Possess an excellent written and oral communication, presentation and platform skills.
* Problem solver with strong interpersonal, organizational and management skills.
* Excellent team player with good analytical, attention to detail, multi-tasking, and decision-making skills.

# LANGUAGE

* Hausa and English

# HOBBIES

* Reading and Cooking

# REFERENCE

**Aisha Suleiman**

Tel: 08062616038

**Ramat Suleiman**

Tel: 08035645356