**CURRICULUM VITAE**

**ISAH ALFA**

 **Address:** 388, Naibawa kudu, Zaria Road, Kano state.

**Telephone**: 08039103952 **E-mail:** Isahalfa333@gmail.com

**PROFILE:** Am young, smart and highly motivated fellow seeking opportunity to use my skills in improving my work environment. I handle my work passionately and do well even under pressure.

**CAREER OBJECTIVE:** A dedicated, fast learning, detailed oriented person with high creative standards. To work with existing staff and facilities, contributing the best of my ability and quota, so as to improve organizational objectives and targets.

**PERSONAL DATA:**

**SURNAME:** ALFA

**OTHER NAME:** ISAH

**DATE OF BIRTH:** 17TH NOVEMBER, 1995

**NATIONALITY:** NIGERIAN

**STATE OF ORIGIN:** KOGI

**LOCAL GOVT AREA:** DEKINA

**GENDER:** MALE

**MARITAL STATUS:** SINGLE

**HOBBIES:** READING, PLAY FOOTBALL AND RESEARCH DEVELOPMENT

**ACADEMIC QUALIFICATION:**

National Youth Service Corps (NYSC) Kano. Discharge Certificate 2018

Abdul Gusau Polytechnic HND Bus. Administration & Mgt

Talata Mafara, Zamfara. **2017 Upper Credit**

Abdul Gusau Polytechnic ND Bus. Administration & Mgt

Talata Mafara, Zamfara. **2014 Distinction**

Babson Computer Training Institute Diploma in Computer

Anyibga, Kogi **2012**

Ochi Community Secondary School S.S.C.E

Ochi-Attah, Kogi. **2011**

Triumph Continuous Education Center F.L.S.C

Bridage, Kano. **2005**

**WORKING EXPREIENCE:**

Khadija Memorial College, Kano (NYSC) **2018** Typist & Teacher

Consultant at Kano State Water Board **2017** Computer Operator

K.A Akande Investment Kano **2016**  Computer Operator, Asst Cargo Manger

 & Store Keeper

Teaching Experience **2014**

 **ACQUIRED SKILLS:** MS Office (Word, PowerPoint, Excel, Access)

Card design & Internet.

**PERSONAL SKILLS:** Adaptability, goal setting, initiative independent, motivation, dependability, learning skills, flexibility

**COMMUNICATION SKILLS:** Good communication skills, ability to fit in new team, ability to talk and understand people from different backgrounds, paying attention to details

**ORGANIZATION / MANAGERIAL SKILLS:** Time management – meeting deadlines

**STRENGTHS: -**Willingness to learn,

-Working with positive attitude in contributing to the healthy functioning of the organization

-Handing matters of company’s business with confidentiality and integrity

-Well organized, timely and persistent.

 **REFEREES:**

**Mr. Idris Alfa Mrs. Josephine Usman**

Mallam Aminu Kano International Airport Council of Legal Education

Nigerian Aviation Holding Company (NAHCO) Nigerian Law School

08065570947, 0815226699 Account Department Bwari, Abuja

 07062123946, 0903902343