**First Name of Application CV No 1643550**

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**Professional Objective:** To make a positive impact in my team, department, by continuous learning and contributing significantly to the organizations bottom line in my role.

**Educational Qualification**

* **B.Sc. Human Anatomy** 2002- 2007

University of Maiduguri, Maiduguri, Borno State

* **Senior Secondary School Certificate (SSCE)** 2000- 2002

Maiduguri Int’l Sec. School, Maiduguri, Borno State

**Trainings /Courses Attended**

* **Creative problem solving** Feb 2014 –April 2014

University of Minnesota & Coursera (online)

* **Competitiveness and corporate social Responsibly** Feb 03, 2014- Feb 28, 2014

World Bank Institute (online)

* **UBA Banking** **School**  Jul 2012- Jan 2013

UBA Academy

* **Advanced Diploma in Computer Applications** Jul 2007– Sept 2007

Munivaya Computer Institute, Maiduguri, Borno State

**Professional Experience**

**Team Member, UBA Foundation**

**Marketing and Corporate Relations, UBA Feb. 2013 –Date**

Key Responsibilities

* Supervising and implementing the execution of key UBA Foundation initiatives and events such as the National Essay Competition, the Read Africa Initiative and the Prostate Cancer Awareness Campaign.
* Working with individuals and organizations to ensure that all projects are executed within the approved budget and specified time.
* Coordinate UBA Foundation’s administrative activities including record keeping, handling all correspondences (telephone and email), proposal review and memo writing.
* Preparing board packs, making hotel and airline reservations for the Foundation’s meetings.
* Working with the creative unit to come up with a design for the Foundation’s programs, invitations, announcements and newspaper publications.
* Processing of vendors/contractors payment and UBA Foundation staff salaries.
* Liaising with government agencies on behalf of the Foundation.
* Serve as secretary for UBA Group’s Marketing and Corporate Communications department; taking minutes and circulating action points.
* Supervision of the Foundation’s staff.
* Other duties as assigned by the MD/CEO, UBA Foundation and the Divisional Head, Marketing and Corporate Communications, UBA Plc.

**Oct. 2009- July 20 Coalition of Democrats for Electoral Reform, Abuja Nigeria Oct. 2009- Jun. 2012**

Key Responsibilities

* Managed the organizations administrative duties.
* Writing, dispatching and recording of the organization’s correspondences.
* Managed & maintained petty cash & payroll systems, supervised purchase of office supplies.
* Liaised with Diplomatic communities, NGO’s, government parastatals and private individuals regarding the fair elections cause.
* Mobilized and registered CODER members for election observation duties.
* Organized conferences & meetings.
* Other adhoc duties as assigned by the electoral reform Director.

**National House of Assembly Apr. 2009-Sept. 2009**

**Secretary**

Key Responsibilities

* Administration of the office.
* Prepared purchase orders for office essentials.
* Attended to all enquiries.
* Wrote Rt. Honorable Solomon Agidani’s correspondences and prepared recommendation letters on behalf of members of his constituency.

Current-Link Hospitality Systems Nov.2008-Mar.2009

**Sales/Marketing Executive**

Key Responsibilities

* Attended to the sales Desk, and responded to sales inquiries.
* Sold the company’s products.
* Prepared daily, weekly & monthly sales reports.
* Collected sales proceeds and deposited same to the company’s account.

**Limi Hospital and Maternity, Abuja Nigeria Oct. 2007-Oct 2008**

Key Responsibilities

* Attended to & resolved patients’ enquiries.
* Retrieved patients’ medical information and maintained an organized filing system that ensured that files were easily retrievable.
* Recorded and invoiced drugs taken, tests and scans carried out, received cash and issued receipts.
* Prepared weekly & monthly reports for the medical director.

**Talents Academy Nursery and Primary School Jan. 2007-April 2007**

**Class Teacher**

Key Responsibilities

* Teaching and general guidance of pupils; made and updated lesson notes.
* Marked and recorded pupils’ tests and examinations, prepared pupils’ termly reports.
* Generally assessed the pupils and made recommendations to parents for pupils development.

**Hobbies and Interests :** Reading, Travelling and Networking