**MARDIYYA**

DATE OF BIRTH: 27 APRIL 1993

GENDER: FEMALE

**PROFILE Summary**

A graduate of the Business Administration in Human Resource Management, Department of the Canadian University of Dubai

**Highlights**

Interpersonal Skills

* Work well under pressure
* Hardworking
* Punctual
* Attention to detail
* Faster learner
* Creative
* Inclined to positive change
* Excellent communication skills
* Disciplined and Dedicated

I.T Skills

* Microsoft word
* Microsoft Excel
* Internet applications
* Data Entry
* Use of Mathematical Applications such as QM
* Social Media Usage eg Facebook, Twitter, Instagram, SnapChat, Linked in e.t.c.

**ACCOMPLISHMENTS/VOLUNTEER WORK**

* Breast Cancer Awareness campaign 2011-2013
* Organizer of various events on campus such as National independence day
* Participated in high school debates and quizzes
* Social prefect and assistant sports prefect at high school from 2007-2009
* Professional wedding plans

**EXPERIENCE**

2013/

Worked at Sigma E.S Limited (Government contract) Agency-Abuja, Nigeria. Intern as Operations Assistant

* Provided weekly summary reports for transactions that took place
* Responsible for Social Media Supervision and updates
* Secretarial Duties
* Proposal Presentations
* Collecting files
* Organizing fiscal Documents
* Taking minutes at meetings

**Education**

* 2004-2009: Nigerian Turkish International Boys and Girls College Kano
* 2010-2014: Canadian University of Dubai, United Arab Emirates
* BBA: Human Resource Management
* 2016: MIT Management Information Technology at Canadian University of Dubai
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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