| **ANAS RABIU**  EXECUTIVE ASSISTANT | | |
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| Gwaram,Jigawa State. | 08100966774 | Anashukuma@gmail.com |
|  | OBJECTIVE |  |
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| An Executive Assistant with five years of customer service experience who is tech-savvy. strong analytical abilities and an excellent sense of detail. Create strong, professional connections with people and groups. Executive Assistant with significant research, curriculum design, and classroom administration background. knowledgeable about analyzing data, giving conclusions, and offering advice. Dedicated to managing several activities and projects at once and possessing strong writing abilities for reports and presentations. dependable business professional with financial analysis, process improvement, and project management expertise. A track record of successfully cutting costs and optimizing business operations. adept at evaluating data to find trends and creating plans to increase effectiveness. Dedicated and hardworking job seeker seeking an entry-level position with great organizational abilities. willing to assist the team accomplishes business goals. | | |
| EDUCATION — | EXPERIENCE |  |
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| National Youth Service Corp 2019  Sule Lamido University Kafin Kafin Hausa, Jigawa State Bsc Ed. Chemistry (With CGPA 4.21) 2014 to 2018.  Post Graduate Diploma: Digitalization of Retail Banking 2023.  Diploma in a computer may Excellence International School 2013.  May Excellence International Hadejia, Jigawa State.  Junior and Secondary School Certificate 2008 to 2014  GGUC Primary School Gwaram, Jigawa State. Primary Certificate. 2002-2008. | *Feb 2021 to Date*  Executive Assistant • Business Development • NPF Pensions Limited   * Worked under the direction of senior employers to help plan and direct the organization's work, organizing and maintaining records. * Generated fresh suggestions and upgrades that were reviewed with senior employers. * Prefer Client Updates on the CRM Platform. * Enrolling Retiree on Pencom Site; Processing Retirement Benefit and Death Benefit. * Participated in the planning and direction of the organization's work while working under the supervision of senior bosses. * Formulated fresh suggestions and upgrades that were reviewed with senior employers. * To get practical experience, I have worked in a variety of departments.   *January 2020 to January 2021*  Transaction Officer • Internship • Access Bank   * Consolidated data from cashiers, checked and balanced receipts, and prepared bank deposits by sending money to banks. * Analyzed financial statements and records to gather crucial information and confirm computations. * Looked for indications of fraud by tracking client activity and transaction patterns. * Deposits, withdrawals, and payments for an average of 80 consumers each day are correctly processed. * Verified numbers, postings, and documents for proper coding, accurate math, and correct entry. * By overseeing projects from inception to completion, I developed great leadership skills. * Cheque Truncations Processing. * By participating in voluntary work and coursework, I've developed good organizing and communication abilities. * Agent officers for Western Union, Money Gram, and Access Africa. Processing of pay direct, world remit, remita, FX transfer, and ATM custodian.   *February 2019 to July 2019*  Data Clerk Entry • Data Clerk • Tulsi Chennai Foundation   * Used a 10-key pad to enter numerical data quickly and accurately into databases. * Sorted documents and maintained an organized filing process. Perform data entry jobs accurately and effectively. * Sorted, organized, and cross-referenced input data with original records.   *February 2017 to September 2017*  Teacher • Teaching Practice • May Excellence International School.   * With the help of proactive behavior modification and positive reinforcement techniques, I was able to keep my pupils focused in class and use a variety of teaching methods. * Regularly communicated with faculty, parents, and students to solicit feedback and discuss educational ideas. | |
| KEY SKILLS — | Certificates |  |
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| Marketing  Project Management  Budget Planning  Social Media  Planning  SEO,Online Advertising,Content Marketing,Email Marketing,Social Media Marketing,Pay-Per-Click,Mobile Marketing,Affiliate/Influencer Marketing,Video Marketing, Microsoft Dynamic Customer Relation (CRM), Microsoft Words, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Retargeting, Customer Service. | * Post Graduate Diploma: Digitalization of Retail Banking * The fundamentals of Google digital marketing. * The Google Ads Display Certificate. * Google technical support fundamentals * Artificial intelligence for the development * Introduction to Python basic programming * Computer certificate at Babarmado * Certificate of achievement from the British Council * Certificate of achievement from Yali network * Certificate of participation from Jypf * Teachers’ registration council of Nigeria | |
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|  | REFERENCES |  |
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| Yahaya Rabiu Yusuf.  NPF Pensions Ltd.  07034497357  [Yahaya.Rabiu@npfpensions.com](mailto:Yahaya.Rabiu@npfpensions.com)  Tolu Afolabi  Access Bank Plc.  07066477480  [Tolu.afolabi@Accessbankplc.com](mailto:Tolu.afolabi@Accessbankplc.com)  Dr Abdulwahab Ibrahim  Sule Lamido University Kafin Hausa.  08033438023  [Wahabpsychodata2017@gmail.com](mailto:Wahabpsychodata2017@gmail.com) | | |