

HIRDIMA, MUSA BLESSING Address: No.2 Metropolitan Crescent, Tudun Wada, Jos, Plateau State	Date of Birth	9 th April, 1993
	Gender:	Female
	Marital Status:	Single
	Nationality:	Nigerian
	State of Origin:	Plateau
	L.G.A:	Kanke
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CAREER OBJECTIVE:

Result oriented and motivated individual seeking an available management position in an effort to utilise years of experience to fulfil organisation's strategic requirements.
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CORE COMPETENCE / SKILLS AND INTERESTS:

- Excellence in presentation of activities
- Good communication and negotiation skills
- Ability to work independently and as part of a team
- Excellent computer skills
- Dynamic and proactive

ACADEMIC QUALIFICATIONS:

Bachelor of Arts (BA) in History (2:1)	Plateau State University, Bokokos	2013 - 2017
Senior School Certificate	Girls High School, Gindiri	2005 - 2011
First School Leaving Certificate	Victory Private School, Jos, Plateau State	1998 - 2005

OTHER QUALIFICATIONS:

- **St. Monica Catering School, Jos** **2017**
Diploma in Catering and Decoration

WORK EXPERIENCE:

<ul style="list-style-type: none"> • Integrated Health Programme, Bauchi State. Job Title: Data Collection Officer Job Responsibilities: • <i>Planning, coordination and implementation of data</i> 	2019 - 2020
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<i>collection projects in support of college planning and delivery priorities.</i>	
<ul style="list-style-type: none"> • Ministry of Women Affairs, Gombe Job Title: Social Welfare Officer Job Responsibilities: <ul style="list-style-type: none"> • <i>Strong follow up all compliance related matters independently;</i> • <i>Arrange routine welfare meetings and Training.</i> • <i>Encourage to workers to put up their grievance freely;</i> • <i>Act as a bridge between the management and the workers;</i> 	2018 – 2019
<ul style="list-style-type: none"> • Promasidor Nigeria, Jos – Plateau State Job Title: Marketing Job Responsibilities: <ul style="list-style-type: none"> • <i>Listening to customer needs.</i> • <i>Track trends and monitor competition.</i> • <i>Work and brand values.</i> • <i>Coordinate efforts with those of the marketing partners of the company.</i> • <i>Innovate. Communicate with the rest of the company.</i> • <i>Help improve sales processes and customer.</i> • <i>Define strategic marketing plans.</i> 	2011- 2012
<ul style="list-style-type: none"> • Habi-Best Computer Institute, Jos Industrial Attachment <ul style="list-style-type: none"> • Computer Applications (Internet, Microsoft Packages) 	2012 - 2013

HOBBIES:

Reading Volunteering Travelling Listening to Music

REFEREES:

Referees to be provided on request.