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| **HIRDIMA, MUSA BLESSING**  **Address: No.2 Metropolitan Crescent, Tudun**  **Wada, Jos, Plateau State** | |  |  | | --- | --- | | Date of Birth | 9th April, 1993 | | Gender: | Female | | Marital Status: | Single | | Nationality: | Nigerian | | State of Origin: | Plateau | | L.G.A: | Kanke | | Mobile Phone: | 0813 321 7463 | | E-mail: | [hirdimablessingmusa@gmail.com](mailto:hirdimablessingmusa@gmail.com) | |

**CAREER OBJECTIVE:**

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| Result oriented and motivated individual seeking an available management position in an effort to utilise years of experience to fulfil organisation’s strategic requirements. |

**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:**

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| Bachelor of Arts (BA) in History (2:1)  Senior School Certificate | Plateau State University, Bokkos  Girls High School, Gindiri | 2013 - 2017  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:**

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| * **Integrated Health Programme, Bauchi State.**   ***Job Title: Data Collection Officer***  Job Responsibilities:   * *Planning, coordination and implementation of data collection projects in support of college planning and delivery priorities.* | 2019 - 2020 |
| * **Ministry of Women Affairs, Gombe**   **Job Title: Social Welfare Officer**  Job Responsibilities:   * *Strong follow up all compliance related matters independently;* * *Arrange routine welfare meetings and Training.* * *Encourage to workers to put up their grievance freely;* * *Act as a bridge between the management and the workers;* | 2018 – 2019 |
| * **Promasidor Nigeria, Jos – Plateau State**   ***Job Title: Marketing***  Job Responsibilities:   * *Listening to customer needs.* * *Track trends and monitor competition.* * *Work and brand values.* * *Coordinate efforts with those of the* marketing *partners of the company.* * *Innovate. Communicate with the rest of the company.* * *Help improve sales processes and customer.* * *Define strategic* marketing *plans.* | 2011- 2012 |
| * **Habi-Best Computer Institute, Jos**   Industrial Attachment   * Computer Applications (Internet, Microsoft Packages) | 2012 - 2013 |

**HOBBIES:**

Reading Volunteering Travelling Listening to Music

**REFEREES:**

Referees to be provided on request.