

ALIYU, KAUNA

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House 11, Farayola Layout, Behind Bodija Market, Bodija Ibadan

PROFESSIONAL SUMMARY

A second class (upper division) graduate of Microbiology from Ahmadu Bello University, Zaria. Experienced in customer relation services and administrative duties. Proficient at working as a part of any team with top-notch inter-personal and communication skills; demonstrable fluency in English and Hausa Languages. Seeking for an opportunity to work a relationship in your organization to help build further experiences, and to be fully equipped to turn challenges into windows of opportunities to help in realizing great self-potential, and to utilize resources in order to attain the set standards of an organization. Also creative in finding solutions to problems and determining modifications for optimal use.

EDUCATIONAL QUALIFICATIONS

❖ B.Sc (MicroBiology)

Ahmadu Bello university Zaria, Kaduna, Kaduna state
Second Class Honours (Upper Division)
(2015-2019)

❖ West African Senior Secondary School Certificate (2009-2015)

PROFESSIONAL QUALIFICATIONS

Certificate in International human resource management.

2022

CORE SKILLS AND PROFICIENCIES

Effective communication/Inter-Personal skills

Resourcefulness and accountability skills

ICT Skills

OTHER SKILLS

- Problem solving skills
- Conflict Management Skills
- Critical Thinking Skills
- Time Management Skills

WORK EXPERIENCE

❖ Ison Xperiences

(May 2022 till date)

Customer Care Representative

Roles:

- Resolving customer's complaints

❖ Federal Ministry of Humanitarian Affairs and Disaster Management, Borno State

(August 2021 – October 2021)

Enumeration Assistant Officer

Roles:

- Collation and inputting of data of school children using a standard electronic data collation tool for the National Home grown Feeding Program;
- Compiling records and ccode information derived from specified forms into pre-defined forms or data-base, and uploading such to the required server;
- Ensuring that the supervisor is kept abreast of completed assignments.

❖ **Nigeria Air Force Base Medical Centre.**

(November 2020-October 2021)

Laboratory assistant

Roles:

- Registration of patients and collation of data;
- Sample Collection for laboratory diagnosis;
- Processing of samples collected;
- Laboratory test results compilation and entering of results in the register;
- General stock-taking of laboratory re-agents.

❖ **Faculty of Veterinary Medicine Ahmadu Bello University Zaria, Kaduna, Kaduna State**

(June 2018- December 2018)

Laboratory Intern

Roles:

- Registration of patients and collation of data;
- Sample Collection for laboratory diagnosis;
- Processing of samples collected;
- Laboratory test results compilation and entering of results in the register.

❖ **Chemical Laboratory Jos Road,Chikin Gari Kaduna**

(February, 2015- September, 2015)

Secretary

Roles:

- Taking stock of chemicals and re-agents;
- General merchandise of chemicals on behalf of the laboratory;
- General secretarial duties including data collation, computation and analysis.

❖ **Musaka Specialist Hospital Kaduna**

(October 2014-February 2015)

Receptionist

Roles:

- Maintenance of an intermediary role between the patients and the clinicians;
- Management of the files and data of each patient from the point of registration to their discharge;
- Dealing with private, sensitive and confidential informations belonging to various patients in manners that guaranteed their respective rights