

# ABDUL-LATEEF SIDI-ALI

## Contact

### Address:

Abuja, Nigeria

### Phone:

+234-902-772-7023

### Email:

Sidiali0203@gmail.com

## Hobbies

- Travelling
- Sight-seeing
- Listening to music
- Writing

## Application Proficiency

Microsoft Office	<div><div></div></div>
Adobe Photoshop	<div><div></div></div>
Canva	<div><div></div></div>
Adobe Premiere	<div><div></div></div>
Pro	
Corel Draw	<div><div></div></div>

## Summary

Dedicated, focused and result-oriented administrative personnel with experience in planning and managing of appointments and communications. Possess a BSc in Mass communication with demonstrated community building prowess.

## Skills

Excellent Communication, Problem Resolution, Influential Team player, Creative Thinking, Conversion of ideas to design, Brand strategy, Design thinking, Copywriting.

## Work Experience

### RETIREMENT BENEFITS ADVISORY (Abuja, Nigeria)

JAN 2021 – DATE

#### Executive Consultant Trainee

- Responsible for creating designs and social media templates for the firm using design apps such as Canva and Adobe Photoshop.
- Troubleshooting & providing colleagues with IT support.
- Teaching of National Diploma students of Abuja Pension School, a subsidiary of Retirement Benefits Advisory.
- Active involvement in the firm's social media content strategy.

### THE NIGERIAN HAIKU COMMUNITY (Lagos, Nigeria)

MAY 2020 – DEC 2020

#### Social Media & Community Manager

- Day to day creation and curation of social media content.
- Identification and expansion of target audience which has helped to boost the brand in terms of followership.
- Drafting, sending and responding to emails for members of the community.

### SAOFANT PROJECTS LIMITED (Abuja, Nigeria)

MARCH 2019 – OCTOBER 2019

#### Personal Assistant to the MD/CEO

- Answering telephone and providing callers with valuable information, taking messages and transferring calls to the appropriate channel.
- Charged with the responsibility of drafting internal correspondences and circulating same within and outside the organization.
- Reminding the MD and other executives within the firm of important tasks and deadlines daily.
- Typing, compiling and preparing reports, and presentations.

### ALARAN GROUP OF SCHOOLS (Bode Sa'adu, Kwara)

APRIL 2018 - MARCH 2019

#### English Language & Literature-in-English Teacher (National Youth Service Corps)

- Creation of engaging lesson notes for SS1 - SS3 students.
- Teaching and explanation of appropriate topics using an easy to understand approach.

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## ECOWAS Commission (Abuja, Nigeria)

SEPT 2017 - MARCH 2018

### Intern (Conference and Protocol Department)

- Booking and buying of flight tickets for staff and visitors.
- Airport pick-up and dispatch of staff and visitors.
- Booking of hotels, lodging of diplomats and helping with formalities.
- Organizing conferences and events by compiling lists of participants, liaising with participants, issuing invitations and booking events venue with food, beverages and stationery.
- Organizing of sitting arrangements during conferences with the appropriate nameplates for participants and Heads of States.
- Preparation of presentations for conferences and summits using appropriate applications like Powerpoint.

## Certifications

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### HUBSPOT ACADEMY

Social Media Certification

(June 2020)

### ACCENTURE

Certificate of achievement in Digital Skills: Digital Marketing.

Url link: <https://www.futurelearn.com/certificates/imvvmn4>

(November 2019)

### ACCENTURE

Certificate of achievement in Digital Skills: Social Media.

Url link: <https://www.futurelearn.com/certificates/sri3cse>

(October 2019)

## Education

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### NASARAWA STATE UNIVERSITY, KEFFI

Bsc (Hons), Mass Communication,

2013 - 2017

### LILY FIELDS COMPREHENSIVE COLLEGE, LAGOS

West African Senior Secondary School Certificate (WASSCE)

2010 - 2011

## Referees

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1. Mrs. Bukola Seun-Babalola,  
ECOWAS Commission, Abuja.  
08067775650
2. Mr. Wasiu Salami  
Television Continental, Lagos.  
07063822184