

## DETAILS

**CONTACT ADDRESS**\_\_\_\_\_

No. 16 Aaretedo, Fam Hotel Street, Aare,  
New Bodija, Ibadan.

**PHONE NUMBER(S)**\_\_\_\_\_

07038814357, 07087460033

**EMAIL**\_\_\_\_\_

amycoool2@gmail.com

**DATE OF BIRTH**\_\_\_\_\_

8<sup>th</sup>, January 1995

**STATE OF ORIGIN**\_\_\_\_\_

Oyo

**MARITAL STATUS**\_\_\_\_\_

Single

**LANGUAGES**\_\_\_\_\_

English – fluent (written and spoken)  
Yoruba  
Hausa

**HOBBIES**\_\_\_\_\_

Research, Reading Science Fictions and  
Watching Historical Documentaries

**OFFICE SKILLS**\_\_\_\_\_

MS Word, PowerPoint, Excel, Corel Draw

**OTHER SKILLS**\_\_\_\_\_

Web design, Excellent written and oral  
communication skills, Analytic, Result  
Oriented, Good work organization.

**PERSONALITY SUMMARY**\_\_\_\_\_

Flexible and able to work either as an  
individual or in a team, quite able to work  
under pressure with minimal supervision,  
Quick learner, Receptive and adaptive to  
changing technology, Ready to share  
knowledge and experiences with others.

**REFEREES**\_\_\_\_\_

Upon Request

## SHERIFF AMINA

### EDUCATION

2017 - 2019	<b>HIGHER NATIONAL DIPLOMA (HND)</b>  <b>KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE.</b>  <i>ESTATE MANAGEMENT (Second Class Lower)</i>
2014 - 2016	<b>ORDINARY NATIONAL DIPLOMA (OND),</b>  <b>KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE.</b>  <i>URBAN AND REGIONAL PLANNING (Second Class Lower)</i>
2005 – 2011	<b>PINNACLE GROUP OF SCHOOLS, KANO STATE.</b>  <i>West Africa Examination Council</i>
1999 - 2004	<b>PATHFIDER PRIVATE SCHOOL, KANO STATE.</b>  <i>First School Leaving Certificate</i>

### EXPERIENCES

2017	<b>ALBARIKA NIGERIA LIMITED</b>  <i>Office Assistant</i>  Mailing, Inventory management, answering calls and Preparing payrolls.
2013	<b>NEW AGE PHARMACUITICAL COMPANY.</b>  <i>Packaging Department</i>  Issuing of Batch Number, Date of Manufacture and Expiry Date.
2012	<b>TIRENI OLUWA INTERNATIONAL SCHOOL.</b>  <i>Teacher</i>