

Aminu Hassan

Administrative Assistant

Profile

Phone:
+2348162473303

Email:
ameenhassan27@gmail.com

Nationality:
Nigerian

DOB:
14.06.1998

Gender:
Male

Address:
Kano, Nigeria

Key Skills

MS Office
★★★★★

Interpersonal communication
★★★★★

Decision-making
★★★★★

CRMs
★★★★★

Critical thinking
★★★★★

Problem solving
★★★★★

Language

English
Hindi

Interests

Tourism
Computing

Signature



Summary

To acquire a challenging, culturally and socially rewarding position, where my achievements, experience, education and my strong capabilities will be most fully engaged and have a great impact on the social and spiritual life of citizens, improving their quality of life.

Experience

The Light International Kano

Jan 2020 – CONTINUE

Data Entry

- Supported project success with precise data entry and thorough documentation of observations. Assisted in data entry tasks for accurate and timely information storage. Reduced manual data entry errors with the implementation of automated payroll systems. Enhanced office efficiency by performing accurate data entry and document processing tasks. Improved data accuracy by implementing strict quality control measures for data entry tasks. Supported event preparation with thorough and organized data entry of attendee information. Increased accuracy in documentation by implementing standardized forms and data entry procedures.

Abu Hanifa Academy Kano

Oct 2019 – Nov 2024

Administrative Officer

- Maintained accurate records, ensuring timely processing of invoices, payments, and financial reports. Created, prepared, and delivered reports to various departments. Updated reports, managed accounts, and generated reports for company database. Improved communication within the organization through regular updates on policies, procedures, and key events.

Silver Slate International Kano

Jan 2014 – Jan 2016

Customer Service Representative

- Resolved customer complaints with empathy, resulting in increased loyalty and repeat business. Managed high-stress situations effectively, maintaining professionalism under pressure while resolving disputes or conflicts. Enhanced customer satisfaction by promptly addressing concerns and providing accurate information. Responded to customer requests for products, services, and company information.

Education

B.sc Computer Science

Jan 2016 – Sept 2019

American University Of Leadership Florida USA

- Completed professional development in Information Technology, Networking and Data Implementation

Diploma In Computer & Network Maintenance

Aug 2011 – Mar 2012

Hands-on Institute Of Information Technology (HiiT) Kano

- Awarded Diploma in Computer Networking by HiiT (CPN) member

Achievement

Certificate of merit in SEDPIQ Exercise 2016

- Award of excellence for my dedication and high performance during SEDPIQ exercise from 2014 - 2016

Additional Info

Expertise

- Proven Data Analyst with a robust background at The Light International Kano, adept in administrative services. Excelled in customer service, resolving complex issues with creative problem-solving. Streamlined processes, significantly improving system stability and user satisfaction. Skilled in Excel, CRMs and fostering team growth through effective training.

Reference

Nura Muhd

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Musa Abdullahi

Database Administrator

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