

## CURRICULUM VITAE

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### Objectives

A proactive and adaptable Accounting graduate seeking a challenging role in a growth-driven organization.

Committed to delivering value through strong organizational support, effective communication, and a results-oriented mindset.

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### Education

[B.Sc](#) Accounting 2018-2024

**National Youth Service Corps (NYSC)**

**2024-2025**

Pathway Extended Automobile Warranty

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### Skill

Accounting Knowledge: Understanding of accounting principles, bookkeeping, and financial reporting.

Software Skills: Proficient in Microsoft ,word, Microsoft Excel and PowerPoint

Copywriting and Email Marketing:

Skilled in creating content and social media management

Management of sales, Problem solving and analytical thinking.

Familiarity with specific trends (eg, health care, Insurance,Books,travels)

Understanding of sales techniques

Communication: Strong written and verbal communication skills.

Attention to Detail: Focused on accuracy and problem-solving.

Community

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### Experience

Assisted with recording transactions and managing financial records.

Freelance Copywriter & Email Marketer 2022-till date

Created content for marketing campaigns and improved client engagement  
May-November-2023

Sales Personnel at Acehill consult- January -April2023  
Manage a portfolio of at least 15+ clients  
At least exceed sales target by 10%

Accounting Intern  
Pathway Extended Automobile Warranty company Jabi Abuja  
February-April 2024

Assisted with recording transactions and managing financial records.

Managed social media accounts and engagement to reach and connect with target audiences.April-july-2024

Managed social Media account for a cloth brand,with proper use of canvas and capcut  
(Remote).August-November-2024

Worked with Dhabi and partners Apartment as a sales Executive in the real estate company .  
July-December 2024

Worked as a Remote Executive Assistant-January-September 2025

Worked with sunset Realtors as admin and Hr who managed the emails, social media community,Day to day transactions and receipts of the company,and recruitment processes  
January -September 2025

Managed good customer relationship January -September 2025

A community Manager of women in real estate community February-September 2025

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### **Achievement and Awards**

Certificate of Participation for the Uwais Maiwada aid foundation

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### **Tools and software used**

Canvas  
Capcut  
Metrocol

Ms word  
Ms Excel  
Ms power point  
MailChimp

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### **Language Proficiency**

English Language  
Hausa

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### **Reference**

Available on Request