**ASMAU SULAIMAN**

***Phone Numbers:*** +234 9114525949 ***Email:***asmausulaiman22@gmail.com

**CAREER OBJECTIVE:**

To Build a successful career in customer service, and administration and finance by leveraging my skills as a secretary, accountant, and cashier .I aim to contribute to organizational success through excellent customer relations, accurate financial management, and efficient administrative support. To attain an achievable position with high level responsibility in an establishment that will explore my previously acquired skills and experiences whilst providing avenues to improve on my skills and develop the right attitude toward work with respect to achieving set goals and meeting target. A quick learner with a keen eye for detail and a commitment to providing outstanding service.

**Personal Information**

Name: ASMAU SULAIMAN (Husnah)

Date of birth: 22 August 2003

Gender :Female

State of Origin: Kano

Marital Status : Single

Language: English & Hausa Fulani

**EDUCATION & CERTICATES:**

● BAYERO UNIVERSITY KANO

BSC Business administration and entrepreneur 2019-2025

Relevant Coursework: Real Estate Management, Sales & Marketing, Business Communication.

● GIRLS CONTINUE EDUCATION Gidan Galadamina Galadanchi KANO West African Senior Secondary Certificate Examination, 2017-2019

● GWALE SPECIAL PRIMARY SCHOOL, KANO Primary School Leaving Certificate, 2008-2013

**SKILLS:**

● Average leadership skill, team building and people development skill.

● Ability to learn fast and work with team to achieve set goals and objectives.

● Strong interpersonal and communication skills.

● Ability to build and maintain client relationships.

● Customer Service.

● Sales & Persuasion.

● Market Research.

● Negotiation and persuasion skills.

● Time management and organization.

● Teamwork and collaboration.

● Problem-solving and critical thinking.

● Social Media Marketing (if applicable).

**WORKING EXPERIENCE**

● Samjuma Collection as Customer Service, accountant, and sales representatives

● Bakale Art and craft as sales rep, Cashier

* Tsamiya attire as customer service, secretary
* Galadima Furniture Gallery as secretary,Accountant
* Amana homesng as Secretary

**HOBBIES:**

● Reading, Learning, play game. and Watching

● Attending customers

● personal development

**REFEREES:**

❖ Available upon request