08052418340, 07081348941 abdulazeezatta@gmail.com

**ATTA ABDULAZEEZ DAUDA**

No 17 Oremeji street, Ojodu Berger, Lagos.

**PROFILE:** Seasoned Mass communication graduate with experience working in multinational communication and technology companies. I am a passionate professional with interests in technology, customer relation and sales.

 I have eight (8) years working experience with six (6) years of experience in customer relation and sales. I have hands-on experience with internal and external communication strategies.

 I am a great team player and team leader with the ability to work under pressure and achieve excellent results. I am willing to relocate if necessary.

**SKILLS AND LEADERSHIP PROFILE:**

* Excellent customer relation skills.
* Effective and impeccable interpersonal and intrapersonal communication and presentation skills.
* Acquisition and sales of products and services.
* Proficiency in account payable and receivables.
* Designing and directing effective relationship across organizations while managing and integrating activities across more than one discipline.
* Leading functional teams on regulatory adherence, compliance management, record keeping and performance management.

**BIODATA:**

**Date of Birth:** 20th March, 1986

**Gender:** Male

**Language: English, Hausa**

**EDUCATION:**

* Bayero University, Kano. 2007-2011 (B.Sc Mass Communication. Upper second class)
* Limor Computers and Secretarial Studies. 2009 (Certificate of Computer Studies)
* College of Islamic Studies Jos. 2004-2007 (National Examination Council Certificate)
* Summit International High School. 1994-1999 (West African Examination Council Certificate)
* Carol Nursery and Primary School. 1988-1993 (Primary School Leaving Certificate)

**WORKING EXPERIENCE**

**DIAWAH INTERNATIONAL COMPANY LIMITED**

**POSITION HELD:** Sales Manager (2001-2003)

**ACHIEVEMENTS:**

* 13% decrease in expenditure through general research on types and pricing of products.
* Increase in revenue by 50% through successful negotiations on sales of products and company stock.
* Increase in company's clientele for current or future business deals.

**INDEPENDENT NATIONAL ELECTORAL COMMISSION**

**POSITION HELD:** Polling Officer (P.O) (2010-2011)

**ACHIEVEMENT:**

* Successful registration of eligible voting citizens of the place of assignment and submission of registration results.
* Successful election process and submission of result to the R.E.C.

**STARCOMMS NIGERIA LIMITED**

**POSITION HELD:** Customer Care representative (2011-2012)

**ACHIEVEMENT:**

* Prompt response to customer complaints.
* Successful gathering processing and change of customer’s IMEI numbers.

**NEW NIGERIAN NEWSPAPER**

**POSITION HELD:** Freelance Writer (2011-2012)

**ACHIEVEMENT:**

* Publication of numerous articles on the newspaper few of which are “Challenges of Northern Women” (July 21,2011) and “Technological Diffusion” (July 22, 2011).

**RANCARD MOBILITY NIGERIA**

**POSITION HELD:** Customer Service Analyst (QA/QC) (Jan 2013-Jan 2018)

**ACHIEVEMENT:**

* 100% industry regulatory compliance through constant communication with NCC.
* Full conduct of pre-launch and post-launch tests on product/service ensuring maintenance of global standards.
* Acquisition and understanding of the various products offered.
* Improvement of quality control protocol by 25%.
* Record maintenance of all products and successful resolution of various product/service issues.
* Company Representative at WASPAN meetings.
* Successful data analysis and presentation.

**EDATA FARM**

**POSITIONS HELD: Analyst (Jan 2018-Aug 2018)**

**ACHIEVEMENT:**

* **Successful collations and analysis of transliterations**
* **Successful archiving of analyzed translations.**

**SOUTHWEST HOUSE TO HOUSE MOVEMENT**

**POSITION HELD:Public Relations Officer (Digital) (Aug 2018-Date)**

**ACHIEVEMENTS:**

* **83.3% increase in brand awareness.**
* **Increase in social media presence.**
* **Successful collation and analysis of customer feedback.**

**SOCIAL ENTERPRISE EXPERIENCE**

* Mass Communication Student Association (MACOSA). Member.
* National Association of English and Literary Studies (NASELS) Drama Club, Bayero University, Kano chapter (President).
* World Trade Organization (WTO) Mock Summit, Bayero University, Kano chapter (Broadcaster).
* Association for the Sensitization of Youth against HIV (ASSOYAV). Member.
* Zero Tolerance Club (ZTC), Bayero University, Kano chapter. Member.

**PROFICIENCY**:

* Proficient in English and Hausa Languages.
* Proficient with Microsoft windows Operating System, Microsoft office tools such as word, PowerPoint and excel.
* Proficient with Adobe, Cool edit (audio editing tool).
* Also proficient with Google office tools.

**REFERENCES**

* Musa Lawandeen

Nigerian Liquefied Ntural Gas (NLNG)

08023976018

musa.lawandeen@nlng.com

* Mrs. Maimuna .A. Wakawa

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