

# ELI JIYA

House No.:30 Behind Kasuwan Dare Area Chanchaga, Paiko-Abuja  
Road Minna Niger State

Tel: 08103556542 Email: elisleekjiya@88gmail.com

## CAREER OBJECTIVE

To join an organization with a dynamic resource driven and world class set of goals that will in many ways stimulate my career while providing a platform for the realization of my personal goals.

## CAREER AIM

To be a devoted member of an active body, committed to work with a unique version of achieving targeted goals.

## PERSONAL INFORMATION

<b>DATE OF BIRTH:</b>	15 <sup>TH</sup> SEP. 1990
<b>SEX:</b>	Male
<b>STATE OF ORIGIN:</b>	Kwara
<b>LOCAL GOVT:</b>	Patigi
<b>HOME OF TOWN:</b>	Lade
<b>NATIONALITY:</b>	Nigerian
<b>MARITAL STATUS:</b>	Single

## EDUCATIONAL QUALIFICATION

Niger State College Of Education, Minna Diploma (computer science)	(2014)
Federal Polytechnics Bida , Niger State ND (Business Administrative)	(2011)
NECO:	(2008)
Government technical college Minna Niger State NABTEB/NTC (Book keeping)	(2006)
Chanchaga Primary School, Minna Niger State	

Primary School Leaving Certificate

(2000)

### **WORKING EXPERIENCE**

**Dana Pharmaceuticals Ltd Minna**

(2010)

**Department:**

Packaging

**Position:**

Team leader

### **JOB DESCRIPTION**

- Packaging Drug
- Taking stocks
- Shipping to store

**Spring Fountain Basic School**

(2015 to 2021)

**Department:**

General studies

**Position:**

Class room Teacher

**Adiel International Academy**

(2021 to 2022)

**Department:**

General studies

**Position:**

Class Room Teacher

### **JOB DESCRIPTION**

- Saddled with technical all subjects in my class of assignment and to assist other teachers.
- Also assigned to prepare lesson plans, weekly reports terminal reports and preparation of results.

**Daily Need Distributor (DND)**

(2023)

**Department:**

Sales,

**Position:**

Open Market Sales Representative

## **JOB DESCRIPTION**

- Educating customers on promo to enhance sales
- Product knowledge
- Negotiation and handling of cash
- Interpersonal communication
- Developing new stores and educating customers on key benefits of product
- Customer relationship

## **COMPUTER PROFICIENCY**

- Proficient use of Microsoft Excel, Access and PowerPoint
- Conversant user of computer and internet.
- Familiar with computer software installation.

## **CAPABILITIES AND SKILLS SUMMARY**

Outstanding Verbal and written communications skills.

Very sensitive to instruction and use of initiative to work with minimum supervision. Strong affinity for research and discovery of new things.

A goals driven mind set and a walking solution to technological problems.

## **REFERENCE**

1. **MR SAMSON ABUBAKAR JIYA**

**08036414017**

**Business**

3. **MR GABRIEL SHUIBU**

**07034404013**

**National Examination Council Minna**