

GIFT AYUBA

CONTACT

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- 📍 Kamazou, Kaduna State

CERTIFICATIONS AND TRAINING

- Certified Microsoft Office Specialist: Practical training in Microsoft Word, Excel, and PowerPoint.
- Graphic & Document Design Certification: Training in CorelDraw and basic graphic design principles.

EDUCATION

2004 - 2010
LGEA PRIMARY SCHOOL GORA

- primary school certificate

2011 - 2017
GOV. SEC. SCH. SHIKA ZARIA

- senior secondary school certificate

PROFESSIONAL SUMMARY

Detailed-oriental and result-driven Administrative & Data Entry Assistant with practical experience in guest relations, record-keeping and document design. Proficient in Microsoft Office Suite (Excel, Word, Powerpoint) and basic graphic design tools including CorelDraw. Demonstrated capability in managing company records, maintaining payroll and salary sheets, and designing professional business collaterals such as letterheads, business cards, and events invitations. Eager to leverage technical proficiency and strong organizational skills to contribute to organizational success.

WORK EXPERIENCE

- Unity Wonderland Hotel-Kafanchan, Kaduna state.
Receptionist & Administrative Assistant (June 2026-August 2026)
- Managed guest check-in and check-out procedures while ensuring accurate record keeping and positive customer interaction.
- Maintained data entry logs for guest bookings, payments and facility usage.
- Prepared and updated organizational records, supporting daily administrative operations.

CORE SKILLS

- Office & Productivity Suite: Microsoft Excel (Data Entry, payroll and salary sheets, Spreadsheet management), Microsoft Word (Document Formatting, Reports), Microsoft PowerPoint (Presentation Design).
- Record and Administrative Management: Data Entry, File Organization, Guest Check-In/Out Operations, Inventory & Company Record Keeping.
- Graphic & Document Design: CorelDraw Basics, Design of Business cards, Letterheads and Wedding Invitations.
- Computer Literacy: General Computer Operations, File Management, Digital Communications.

REFERENCES

- Mr. Ikedinobi Ejike - Engineer
09160739000
- Mr. Ayuba Atuk - Business
08026302110