

PERSONAL RESUME

ABOUT ME

Birthday : 2004.11.25

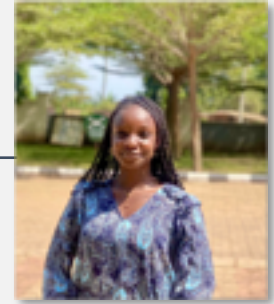
Nationality : Nigeria

Tel : +234-811-249-0273

E-mail : treasureerhabor04@gmail.com

Gender : Female

Location : Lagos



EDUCATION

- 2020 - 2024 Redeemer's University BSc in Accounting

WORK EXPERIENCE

Amazon Kdp

Writer

2023.06 to 2024.01

- Writing books in different niches and uploading on the website for people to buy.
- Two of the books were high in sales.

School

Assistant

2022 to 2023

- Assisted the accountant in my mom's school in basic record and bookkeeping as a voluntary service
- Also volunteered to teach some of the students

Stakecut

Affiliate Marketer

2023 to 2023

- Worked as a marketer for course creators by selling their courses to people for a commission
- Created an ebook of my own and also sold it on the platform

I also worked remotely as an assistant for my aunt who at that time was an online coach with lots of students to attend to. I helped in scheduling appointments and organizing important documents. I also assisted in editing minor documents required for the trainings.

In May of 2024, I was selected to be the female house captain of an inter-house sport, conducted by my department. My position required me to assist the male house captain and handle requests of the students and managing the funds of the house. I was also in charge of scheduling dates for meetings and ensuring everyone participated in the events. I coordinated everyone alongside the male house captain and together we emerged 3rd position in the competition. With this, it is safe to say i have excellent leadership and coordination skills.

SKILLS

- Excellent communicator at all levels with interpersonal skills
- Proven leadership and problem-solving abilities
- Writing, Marketing, Virtual assistance, Scheduling appointments, File organizing, Editing and Proofreading, Proposal writing, Basic bookkeeping and Accounting