

## MAARUF ABDULLAHI LAWAN

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### PROFILE

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Dedicated and motivated recent graduate with a diploma in computer science, equipped with a solid foundation in programming languages, database management, and software development methodologies. Known for quickly grasping new concepts and technologies and applying them effectively to solve real-world challenges. Strong problem-solving skills and attention to detail enable me to identify and resolve technical issues efficiently. A collaborative team player, skilled in diverse environments, with a focus on achieving project goals. Eager to leverage my expertise and contribute meaningfully to a dynamic organization, while continuously expanding my knowledge in the evolving field of technology.

### EDUCATION

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#### National Diploma in Computer Science:

*Jigawa State Institute of Information Technology, Kazaure | 2021–2023*

- **Project:** Developed a web-based doctor consultancy booking system, a case study of the Nigerian Healthcare Sector.

#### Senior Secondary Certificate:

*Government Senior Secondary School, Gabasawa | 2018–2020*

#### Junior Secondary School Certificate:

*Government Junior Secondary School, Zakirai | 2012–2015*

#### Primary School Leaving Certificate:

*Gumawa Primary School | 2006–2012*

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### WORKING EXPERIENCE

#### Data Entry and Sales Support:

**Zenka Europe** | January 2024 – December 2024.

- Managing clients and sales data in the company database while ensuring data integrity.
- Assisting in tracking and managing the sales cycle, including order confirmations, payment collection, and delivery coordination.
- Collaboration with sales managers and supervisors to fulfill instruction effectively and achieve sales communication target.
- Recording of new and existing customer account details, including multiple branches, in the company database and maintaining organized records.

#### Technical Support Specialist (ADHOC Staff):

**Community Health Practitioners Registration Board of Nigeria** | Sept 30 – Oct 12, 2024

- Configured and managed the server computer to host the e-national exam, overseeing exam control and management.
- Networked and configured student computers on a secure network to ensure seamless exam administration.

**Data Recorder (ADHOC Staff):**

***Seasonal Malaria Chemoprevention (SMC) Program | June 2024 – October 2024***

- Recorded and managed essential program data, contributing to precise documentation and monitoring efforts.
- Coordinated with healthcare professionals, optimizing data recording processes to support program success.

**Industrial Trainee:**

***National Open University, ICT Department, Kano | 2022–2023***

- Supervised e-exams, provided technical support, and troubleshoot hardware/software issues for efficient examination operations.
- Collaborated with the IT team on system and network optimization and generated comprehensive reports for documentation.

**Election Presiding Officer:**

***Nigeria General Election | February 25, 2023***

- Led and supervised election processes at the polling unit, ensuring orderly and transparent voting procedures.
- Coordinated with election officials and security personnel to manage voter flow and address any concerns promptly.
- Successfully facilitated accurate vote counting and documentation to uphold electoral integrity.

**VOLUNTEERING EXPERIENCE**

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**Volunteer:**

***Measles Campaign, Red Cross Nigeria | Dec 4–15, 2023***

- Conducted community awareness and vaccination programs.
- Strengthened community relations and health education efforts.

**Classroom Teacher:**

***Government Junior Secondary School Gumawa | Aug 2023 – June 2024***

- Taught various subject and mentored students.
- Developed lesson plans, adapted teaching methods, and supported students' academic growth.

**SKILLS**

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- **Project Management:** Experienced in overseeing projects, coordinating teams, and achieving objectives.

- **Communication:** Strong written and verbal communication, with a history of clear reporting and presentations.
- **Problem-Solving:** Demonstrated ability to troubleshoot and resolve technical issues effectively.
- **Program Design:** Proficient in creating and implementing impactful programs in various domains.
- **Partnership Building:** Skilled in establishing partnerships with government agencies, NGOs, and communities.
- **Leadership:** Capable of motivating teams and achieving common goals.
- **Budget Management:** Experienced in managing budgets and resource allocation.
- **Training and Capacity Building:** Proficient in facilitating training sessions and workshops.
- **Data Analysis:** Strong skills in data collection, analysis, and interpretation.
- **Languages:** Professional proficiency in English; Native proficiency in Hausa.

#### PROFESSIONAL DEVELOPMENT

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- **Digital Literacy Innovation, Creativity and Entrepreneurship** – *Skyline University of Nigeria, /November, 2024 – February, 2025*
  - **Network Technician** – *Cisco Networking Academy, /February, 2025*
  - **Ethical Hacking** – *Cisco Networking Academy, /February, 2025*
  - **Certificate in Essential Network and Internet** – *Informatic Institute, 2022*
  - **Cybersecurity** – *Halogen Academy, 2023*
  - **Web Design** – *Mind Luster Academy, 2023*
  - **Usability Testing** – *Mind Luster Academy, 2023*
  - **Graphics Design** – *Mind Luster Academy, 2023*
  - **Access Information Online** – *Digital Nigeria, 2023*
  - **Digital Literacy Test** – *Digital Nigeria, 2023*
  - **Financial Risk and Goal** – *Digital Nigeria, 2023*
  - **Microsoft Outlook** – *Digital Nigeria, 2023*
  - **Web Development** – *Digital Nigeria, 2023*
  - **Web Development** – *Digital Nigeria, 2023*
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- **BDL Competency Test** – *Digital Nigeria, 2023*

#### PROFESSIONAL AFFILIATIONS

- **Nigeria Association of Computing Students (NACOS)** – Active Member (2021–Present)
- **Arewa Youth Ambassadors Forum (AYF)** – Ambassador (2021–Present)

## REFEREES

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1. **Engr. Almustapha Wakili**  
Senior Software Engineer  
DIP Infotech Incubation Center  
Phone: 08037256857
2. **Mr. Aliyu Umar**  
Head, Computer Science Department  
Jigawa State Institute of Information Technology Kazaure  
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3. **Hon. Ahj. Ahmad Hassan Explorer**  
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