

SHITTU ABDULLAH IDOWU

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[|abdullahshittu8@gmail.com](mailto:abdullahshittu8@gmail.com) | Web Designer-Graphics Designer



PERSONAL SUMMARY

I am a well-organized, disciplined, and proactive young professional, currently in search for a challenging environment to begin my career, to be productive and relevant to the organization I work with, gain practical knowledge and learning experience, thereby honing and utilizing my skills while making a significant contribution to the success of the organization.

WORK EXPERIENCE

PRECHIOUX COMPUTER INSTITUTE, ONIPAN SOMOLU

March 2022 – December 2022 Academic Assistant (IT)

- Received and compiled all incoming memos and documents
- Used word processing, spreadsheets, and emails application in performing duties.
- Maintained a variety of files and records, including those that are confidential.
- Organized and managed day-to-day activities of the office to enable efficient operation.
- Handled communication across departments to schedule and plan meetings with the members of staffs.
- Regularly interacted and gave vital information to students, staff and the public.
- Performed all other related administrative responsibilities.

EDUCATION

UNIVERSITY OF LAGOS, AKOKA. **2021-Now**

Bachelor of Science in Building (Currently in 2nd Level).

MENDE SENIOR HIGH SCHOOL **2016-2018**

Mende Maryland Complex, Lagos State. (WAEC /NECO)

SOFT SKILLS

Microsoft Office Word

Content Creation

Social Media Management

JavaScript

Corel Draw

Wordpress

LANGUAGE

Mother Tongue

English (Distinguished level in Listening, Speaking, Reading and Writing)

Native Language Yoruba

INTERESTS

Learning	Chess	Community Outreach
Sport	Reading/Teaching	Self-development

ADDITIONAL INFORMATION

Date of Birth 3rd November 2001

References Available on request