

ALIYUHALIMATKUBURAT

Home Address: Nw 5, Kajola street, Mokola, Ibadan

aliyuhalamat19@gmail.com

Mobile:08166802633,07085662571

PERSONALDATA

Dateofbirth:	28 th November1996
Gender:	Female
Maritalstatus:	Single
Nationality:	Nigerian
StateofOrigin:	Kogistate
L.G.A:	Adavi

PERSONALPROFILE

Hardworking, adaptable and responsible Public Administration graduate with proven planning,managingand organizationalskillsseekingto applymyabilities in yourorganization.

EDUCATIONALQUALIFICATION

- | | |
|---|-----------|
| ➤ KogiStateUniversity,Ayingba
(B.Sc.honsPublicAdministration) | 2016-2019 |
| ➤ Temidire oxfordcollege,Ibadan
(SeniorSecondarySchoolCertificate) | 2009-2012 |
| ➤ T.LOyesina ModelSec.School,MonatanIbadan
(JuniorSecondarySchoolCertificate) | 2006-2009 |
| ➤ CompleteChildDev.Academy, Owo OndoState
(SchoolLeavingCertificate) | 2000-2006 |

TRAINNINGANDOTHERCERTIFICATE

- HumanResourceManagement
- ProjectManagementProfessional
- ComputertraininginMicrosoftword,MicrosoftexcelandCoreldraw

EXPERIENCE

- Michael Imoudu National Institute for Labour studies, Ilorin (NYSC Posting Primary Assignment)Department:OfficeoftheDirector-General/CEO 2021-2022
Responsibilities:
 - I. Managementofincomingandoutgoingfiles,lettersandotherdocuments,
 - II. Tracking the movement of files and other documents using the move register andreportingsametomy supervisor
 - III. Prepareandprocesstorerequisitionbookletandfollowuptothecollectionstage
 - IV. Taking dictation, drafting scripts from my supervisor and preparing draft copy of memo/lettersusingMicrosoftWord
 - V. TakingandTypingminutesofmeetings.
- VicePresidentServiceDelivery(SERVICOM)CDsGroup 2021-2022

Responsibilities:

- I. Organizing with my team to ensure there is effective meetings weekly
- II. Leading groups in outing and sensitizations.

➤ Citadel of Excellence Model School, Owo

2014-2015

WORKSHOP AND SEMINAR ATTENDED

- Job Awareness Creation Seminar

PERSONAL SKILLS

- Excellent written and verbal communication skill
- Highly organized and efficient
- Ability to work independently or as part of a team
- Proven leadership skills and ability to motivate
- Good interpersonal skill

ENTREPRENEURSHIP SKILLS

- Fashion Designing/Tailoring
- Makeup

HOBBIES

- Reading motivational and non-fiction books
- Travelling and sightseeing
- Singing and listening to music

REFEREES**1. MR. I. IOGIRIMA**

Lecturer
Public Administration
Department Kogi
State University, Ayingba Email:
ishaqibrahim824@gmail.com Phone
:08034649889

2. DR. LAWAL MOSHOODO.

Chief Training and Development Officer
Academic and Distance Learning Programme Department (ADLP) Michael Imoudu National Institute for Labour Studies, Ilorin Email:
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3. BENEDICT PREAKE

Assistant Chief Technical
Officer Head Surveillance Unit
ICD Standard Organisation of
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