

CURRICULUM VITAE

PERSONAL DETAILS - IMRAN MUSHARAF SEUN

Residential Address: 13, Babarinsa Street, NUD Isabo, Abeokuta.
Mobile: +2348168401557
Date of Birth: 6th June, 1993
Nationality: Nigerian
Gender: Male
E-mail: musharafseun@gmail.com
Marital Status: Single
State of Origin: Oyo state

CAREER OBJECTIVE

To ensure that increase in organizational production increases the profit maximization with little or no supervision

EDUCATION HISTORY

May2018-May2019 **University of Ibadan (UI), Oyo state, Nigeria.**
POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)

Nov. 2013- Dec. 2015 **Federal Polytechnic Ilaro, Ogun State, Nigeria.**
HIGHER NATIONAL DIPLOMA (HND) IN OFFICE TECHNOLOGY AND MANAGEMENT (DISTINCTION CLASS)

Nov. 2010- July 2012 **Federal Polytechnic Ilaro, Ogun State, Nigeria.**
NATIONAL DIPLOMA (ND) IN SECRETARIAL STUDIES (DISTINCTION CLASS)

March 2003 – June 2009 **Nawair-ud-deen Grammar School, Obantoko, Abeokuta.**
Senior Certificate Examination/ West African Certificate Examination

PROFESSIONAL CERTIFICATION:

NOVELLE UKPMP (PROJECT MANAGEMENT)



WORK EXPERIENCE

April 2016-April 2017	<p>NYSC (COLLEGE OF HEALTH SCIENCES IGBINEDION UNIVERSITY, OKADA, EDO STATE) Administrative Officer-NYSC</p> <p><u>Responsibilities and achievements:</u></p> <ul style="list-style-type: none">• Typing of letters and other correspondence(ICT)• Filing system and Registration of incoming/outgoing mails• Attends to visitors• Books flight ticket and plan itinerary for my Boss
August 2012-August 2013	<p>FEDERAL AIRPORTS AUTHORITY OF NIGERIA (FAAN),IKEJA, LAGOS, NIGERIA. <i>Office Administrator – Industrial Training</i></p> <p><u>Responsibilities and achievements:</u></p> <ul style="list-style-type: none">• Typing of letters and other correspondence• Gather environmental evaluation reports of other Airports• Attends to visitors• Books flight ticket and plan itinerary for my Boss
August 2011 –Dec 2011	<p>EKUOMBE MICROFINANCE BANK, Ilaro, Ogun State, Nigeria. <i>(SIWES) – 4 months Two weeks</i></p> <p><u>Responsibilities and achievements:</u></p> <ul style="list-style-type: none">• Posting of Workers Salary• Conducted market research into client demographics• Coordinated in-house internal marketing promotions such as 'Employee of the Month' selection• Merchant teller• Assisted Marketing Manager with general sales and marketing administration tasks



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COMMUNITY INVOLVEMENT & RECOGNISED ACHIEVEMENTS

2016/2017.	Winner of NYSC Edo state commendation award certificate
2016/2017	Corpers' Liaison Officer (CLO) Okada Ovia North-East, Edo state(NYSC)
2016/2017	Cadet In Charge (C In C) FRSC CDS Group(NYSC), Okada, Edo state
2013/2015	Honourable of Students Representative Council, Federal Polytechnic Ilaro, Ogun State.
	Male Hallchairman Hall of Residence, Federal Polytechnic, Ilaro.
	Editorial Board Chairman, Federal Polytechnic, Ilaro (MSSN)
	(Academician) Estimable corporate klob, Federal Polytechnic, Ilaro.
2010-2012	Vice president, Department of Office Technology and Management, Federal Polytechnic, Ilaro, Ogun State.
	Deputy Editorial Board, Muslim Students society of Nigeria, Federal Polytechnic Ilaro Chapter.
2009	Best student in Islamic studies (Nawair-ud-deen Grammar Sch.)
2006 – 2009	Assistance Senior Prefect Boy (Nawair-ud-deen Grammar School)
2003 – 2006	Assistance Senior Prefect Boy (Nawair-ud-deen Grammar School)

OTHER SKILLS AND CERTIFICATES

Computer Skills:

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Access)
- Microsoft Office Document Imaging and Scanning
- Macromedia Dreamweaver – Beginner
- HTML/Webpage designing

Language Skills:

- Yoruba - Native Tongue)



- English - Basic (reading and writing skills)

Other:

- School of Applied Science Seminar (Certificate of participation) Federal Polytechnic, Ilaro, Ogun State.
- Prof. Of the year Award certificate (Department of Office Technology and Management, Federal Polytechnic, Ilaro, Ogun State.)
- Award Certificate (Vice President Office Technology and Management, Federal Polytechnic, Ilaro, Ogun State)

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

INTERESTS AND ACTIVITIES

- Travelling, Reading, Teaching, Researching and Praying.

REFEREES

Prof. Jacob Unuigbo Provost College of Health Sciences, Igbinedion University Okada.	Mr. Ekwemalor Victor Secretary to the Provost, College of Health Sciences Igbinedion University, Okada, Edo state.
Phone Number:08073043235	Phone Number:08133799669



