

MUSTAPHA, HABEEB OLAYINKA

House 7, Road 4C, Omolayo Housing Estate, Akobo Ibadan, Oyo state.

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CAREER OBJECTIVES: To grow in a progressive organization, make the most of my potentials and discover new horizon in order to excel in my work area and add values to the organization by utilizing my communication skills, enhanced educational skills and sincere dedication in achieving the goals of the organization and enable me as a fresh graduate grow and be one of the top performers of the organization.

BIO DATA

DATE OF BIRTH: 30TH June, 1989

SEX: Male

MARITAL STATUS: Single

STATE OF ORIGIN: Osun state.

LOCAL GOVT. AREA: Boripe LGA

NATIONALITY: Nigerian

EDUCATIONAL DETAILS WITH DATE

2008-2012 Usmanu Danfodiyo University Sokoto, Sokoto state.
Bachelor of Science in Education (B.Sc. Ed)
Second Class Upper.
Education Chemistry.

2005-2007 Kaduna State College of Education Kafanchan, Kaduna state.
IJMB certificate.
Interim Joint Matriculation Studies.

1999-2005 Federal Government College Ilorin, Kwara state.
Senior Secondary School Certificate.
WASSCE and NECO.

1993-1999 Ansar-Ud-Deen Nursery and Primary School, Kaduna, Kaduna state.
Primary School Leaving Certificate.

WORKING EXPERIENCE WITH DATE

- Oct 2016 – Till date **Administrator & Instructor**
Tecpanda Nigeria Limited
As an administrator, I am tasked with the day to day running of the office, documentation, structuring and formulating of the organizations practical work. As an instructor, am tasked to market for new clients (Private Primary Schools) to subscribe to the organizations idea of performing child friendly and fun experiments in line with their curriculum, conduct science practical for pupil in a simplified manner to which they can relate to and coordinate the process of learning.
- Feb 2016 – Sept 2016 **Science Teacher**
All Saints International School, Kaduna, Kaduna state.
I was assigned Chemistry at the Senior Secondary level and Integrated Science at Junior Secondary level which I serve in both capacities to the satisfaction of my employer.
- April 2015 – July 2015 **Science Teacher**
Mustard Seed International School, Ibokun, Osun state.
Served as subject teacher for Science subjects such as Chemistry, Biology, Basic Science and Computer Science and I efficiently handled all subject to a high satisfactory acceptance level.
- Nov 2013 - Oct 2014 **National Youth Service Corps (NYSC)**
Esedo Comprehensive High School, Iworo, Ondo state.
Served as the chemistry teacher for S.S.1 and S.S.2 classes and was also tasked as the class teacher for S.S.2 class where I oversaw the classroom management and co-ordination and diligently worked efficiently in both capacities.
- Jan 2013- April 2013 **Brand Ambassador/ On – Field Customer Care Representative**
MTN- Nigeria
Was a team leader to a group of twenty other brand ambassadors whose main task was to basically identify and meet with MTN customers on-field and introduce to them a new MTN prepaid plan (MTN zone) and give them benefits of being on the plan and with their consent, migrate interested customers to the new plan and collect migrated customers' details. Afterwards, as the team leader, I would accumulate the total numbers of daily migrated customers and produce a report for the day's activity.
- Dec 2010- Feb 2011 **Assistant Registration Officer 1(ARO 1)**
Independent National Electoral Commission (INEC)

As the assistant registration officer 1, I was tasked with collection of data from individuals who are eighteen years and above, eligible to register for voter's card and have not previously registered before. I input collected data on the INEC data base save the data and hence produce temporary voters card (TVC). At the end of each day, am also tasked to produce and print the daily report of registered individuals and record their Verification Identification Number (VIN).

HOBBIES: Travelling, Reading, watching and playing football, Making new friends and passionate about helping others in achieving solution to their problems.

ACQUIRED SKILLS

- i. High level computer skill including Microsoft Word, Microsoft excel and fairly good with Microsoft PowerPoint.
- ii. Excellent written and verbal communication skill and great customer service experience in both face- to- face and phone base via customer service work and previous job experience.
- iii. Tolerant and flexible to different situation, self motivated, initiative, high level of energy and attention to details.
- iv. Fluent in spoken English, Yoruba and Hausa.

POSITION(S) HELD

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| 2014 | Regional Coordinator (Iwaro Oka Region), Muslim Corpers' Association of Nigeria, Akoko South West, Ondo state. |
| 2012 | Social Director, Nigerian Universities Education Student's Association, Usmanu Danfodiyo University, Sokoto. |
| 2012 | Welfare Director, National Association of Osun State Students', Usmanu Danfodiyo University, Sokoto. |
| 2010 | Sport Director, National Association of Osun State Students', Usmanu Danfodiyo University, Sokoto. |

REFEREES

1. Barr. Oluwaseun Ajoba
Principal partner, Ajoba Solicitor
Adelegan House, opp Prison staff club, Ayeso, Ilesa
Osun state.
08035788200 E-mail: oluwaseunajoba@yahoo.com
2. Mr. Peters Oluduro
H.O.D, Science Department
Esedo Comprehensive High School, Iwaro Oka,
Ondo state.
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