

ABDULLATEEF DAUDA

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SUMMARY

I am a creative, articulate and passionate graduate who is driven to get things done on time. I am always eager to learn and also have a keen interest in taking initiative and working collaboratively in a team with an ambition to succeed. My long-term goals involve growing with a standard organization where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can to help make a positive difference.

CORE COMPETENCE

Ability to apply requisite skill and knowledge to a challenging situation considering its spillover effect and yet, bring out a satisfactory result.

ACADEMIC QUALIFICATION

[2014 – 2018]	Bachelor of Science (Education) <i>Social Studies (Second Class Honours)</i> <i>University of Ilorin, Ilorin, Nigeria</i>
[2005 – 2011]	Higher Secondary Education <i>Offa Community Secondary School, Offa, Kwara State, Nigeria</i>

PROFESSIONAL TRAINING AND CERTIFICATION

Certificate	Awarding body	Year
Certified Computer Engineering and Maintenance (CCEM)	Debug Information Technology	2012
Diploma in Computer Software and Application	Victoria Computer Institute	2011

WORK EXPERIENCE AND ACCOMPLISHMENTS

Organization: Debug information Technology
Date: November 2019 - March 2021
Position: Volunteer (Computer Technician Teacher)

Job Duties:

- I teach students at the education and training department of the organization on computer appreciation, computer hardware repair and troubleshooting, programming language and computer networking.

- I manage record and monitor each student's progress in line with the organisation's Framework and vision of the department.
- I develop and issue course materials for the learners and also ensure each student attain proficient level in computer appreciation.
- I develop lesson plan for each lesson taught.
- I maintain and ensure perfect safety and security within the department through the use of close circuit television.

Organization: Abannaa Secondary School Abatete

Date: November 2018 - September 2019

Position: Teacher

Job Duties:

- I teach students at the junior and senior secondary level of education history, mathematics, financial accounting, economics, and computer studies.
- Administer record and monitor each student's progress in line with the School's Framework profile.
- I facilitate the practical utilization of computers for students in various classes and the ones preparing to write senior secondary school certificate examinations.

TECHNICAL AND PROFESSIONAL SKILLS

- Soft Skills.
- High typing speed.
- Leadership, Critical thinking and Teaching skills.
- Creativity, Collaboration and Adaptability skills.
- Proficient in Microsoft Word, Power Point, Excel, Corel Draw Utility, HTML, CSS and JavaScript
- Observation and Inter- personal, Research and Analytic Skills.
- Computer Technician and Maintenance skills.
- Statistical Package for Social Science (SPSS) for Data analysis and Interpretation Skills.

LANGUAGES SPOKEN

English and Yoruba

HOBBIES

Solving Problem, Productive Discussion, Calculating, Teaching, Reading, Sport, Travelling and Meeting Peoples

REFEREES

Available on request