

ABDULSALAM MOHAMMED MUFTAU

Phone: 09035095173

E-mail: ammuftau74@gmail.com

OBJECTIVE

- A dynamic, ambitious, proactive, hardworking young and energetic fresh graduate of public Administration, I look forward in working in a challenging environment with strong values and good work ethics where my multi skills can contribute towards the overall development and profitability of the organization.
- Contribute my quota in Advancement and improvement of social and economic wellbeing of people around me or humanity in general.

PERSONAL DATA

- Date of Birth: 1st November, 2000
- Nationality: Nigerian
- Religion: Muslim
- State of Origin: Oyo State
- Local Govt. Area: Ogbomosho North L.G.A.
- Marital Status: Single
- Current Location: Kano, Nigeria
- Resident Address: No. 567, Sabaru Kawaji, Dakata Kano.

PERSONAL SKILLS

- Excellent communication, problem – solving and organizational skills.
- Good literacy and numeric skills.
- Media and Technology Skills
- Intercultural Communication, Negotiation and Persuasion skills.
- Effective time management
- Proficiency in Practical Computer Application (PPCA).

WORKING EXPERIENCE

- Stem-Lab Kano (Internship-Program) 2022
- Kano State Polytechnic (NYSC) 2022
- National Youth Service Corp (NYSC) Community Development Program
Sustainable Development Goals 2021
- Eeshmad Business Center (Assist. Manager) 2018-2021
- Independent National Electoral Commission (INEC)
Assistance Preceding Officer (APOI) Nigeria General Election 2019
- Independent National Electoral Commission (INEC)
Assistance Preceding Officer (APOIII) Nigeria General Election 2019
- Techcel Digital Institute (Industrial Training) 2017-2018

ACADEMICS QUALIFICATIONS WITH DATE

- Bsc. Public Administration 2021
- Senior School Certificate (S.S.C.E) 2016
- Junior Secondary School Certificate (BACE) 2014
- First School Leaving Certificate 2011

INSTITUTIONS ATTENDED WITH DATES

- ◆ Bayero University, Kano 2016 – 2021
- ◆ Legacy Private Schools Madalla Suleja 2015 - 2016
- ◆ Government Day Secondary School Madalla 2014 - 2015
- ◆ Junior Secondary School Zuba, Abuja 2012 - 2014
- ◆ Al Hilal Islamic Academy Madalla 2011 - 2012
- ◆ LEA Primary School Zuba 2005 – 2011

OTHER QUAIFICATION / SKILLS OBTAINED:

- Driving Skills
- Chartered Institute of Personal Management (Associate Member) in-view
- Jobber-man Soft-Skills Training Certificate 2021
- National Association of Public Admin. Student (NAPAS) 2019

(Representative)

- Diploma in Computer Appreciation and Responsive Web Development
- Computer Appreciation, Micro-soft Word, Micro-soft Excel, Corel Draw, Power point presentation, Front-end web development etc.
- Proficiency with the use of Applicant Tracking System Software's such as Navision, Web-HR, Workable, Bitrix24 efficiently.

LANGUAGES

- English Fluent in speaking with advance writing skills.
- Yoruba Native speaker with basic writing skills.
- Hausa Basic in speaking with basic writing skills.
- Arabic Basic in speaking with fair writing skills.

HOBBIES:

- Travelling , Sport, Current Affairs, and Movies

REFEREES

Available upon request.