

PUBLIC AFFAIRS & MEDIA OFFICER

YUSUF MOHAMMED SHAMSUDEEN

EDUCATION

National Open University Nigeria, Abuja

15th September, 2018 – Till Date

B.Sc Criminology and Security Studies (In View)

Iddo Community Grammar School, Okpella, Edo State

8th April 2016 – 22nd July, 2016

Senior School Certificate Examination

Nuorany Computer Ventures, Gwagwa, Abuja

9th September, 2010 – 2nd February, 2011

Senior School Certificate Examination

Local Education Authority Primary School, Tasha, Abuja

4th September, 2005 – 27th July, 2010

Senior School Certificate Examination

ADDITIONAL CERTIFICATE

Sky Information Technology Centre (SITEC), Gwagwa, Abuja F.c.t

Industrial Training Attachment 1st March, 2011 – 5th May, 2011

Industrial Training Certificate (Computer Operating/System Maintenance)

WORK EXPERIENCE

Elight Computer Institute, Dei-Dei, Abuja F.c.t

Computer Operator/Manager 9th March, 2015 – 30th Dec., 2015

Attending to Costumers and Students, keep daily records, and also carry out clerical activities like Photocopy, Laminating, Scanning and Binding e.t.c

Sky Information Technology Centre (SITEC), Gwagwa, Abuja F.c.t

Computer Operator/Instructor 4th Jan. 2016 – 31st Dec. 2016

Attending to Costumers and Students, keep daily records, and also carry out clerical activities like Photocopy, Laminating, Scanning and Binding e.t.c

Zafo Global Links, Suite 5 Mangal Plaza, Wuse Zone 1, Abuja

Computer Operator 6th Feb. 2017 – 31st Dec. 2019

Attending to Costumers and Students, keep daily records, and also carry out clerical activities like Photocopy, Laminating, Scanning and Binding e.t.c

Hercnian Integrated Services Limited, 10 Kayes Street, Wuse Zone 1, Abuja
Secretary 1st January, 2018 – Till Date

Attending to Visitors, Composing and Sending of Memos, Project Documentation, keep daily records, and also carry out clerical activities like Photocopy, Laminating, Scanning and Binding e.t.c

Youth and Public Safety Awareness Initiative, 10 Kayes Street, Wuse Zone 1, Abuja
Secretary 1st January, 2018 – Till Date

Attending to Visitors, Composing and Sending of Memos, Project Documentation, keep daily records, and also carry out clerical activities like Photocopy, Laminating, Scanning and Binding e.t.c

SKILLS

Computer Fundamental, Microsoft Office (Word, Excel, PowerPoint, Publisher, Picture Manager), Corel Draw, Internet Appreciation, System Formatting & Activation and Computer Maintenance.

PERSONAL QUALITIES

Self-motivator and Target Oriented
Positively Impacting of Knowledge
Good Communication Skills
Ability to learn new things
Work with or without supervision
Hard working
Sociable
Team work Spirit

OTHER EXPERIENCE

Youth and Public Safety Awareness Initiative (YPSAI), NGO
General Election Observer 23rd February, 2019

Taking record and observing the natural tendency of the 2019 General Election Process both Presidential, Governorship, Senatorial and Local Government Elections.

Youth and Public Safety Awareness Initiative (YPSAI), NGO
Governorship Election Observer (Kogi State) 16th November, 2019

Taking record and observing the natural tendency of the 2019 Kogi State Governorship Election Process.

REFEREES

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