**MELIGA ABDULLAHI**

Address; No.B11 City of David Estate, Gwarimpa, Abuja.

Contacts;08078806864, 07037752582

Email; meligaabdullahi@gmail.com

**PERSONAL DATA**

Date Of Birth: 3rd March, 1988

Gender: Male

Marital Status: Single

State Of Origin: Kogi

Nationality: Nigerian

**PROFILES AND OBJECTIVES**

An excellent personality with effective communication skill, high degree of coordination and inter personal management. A goal getter, team player, very innovative in accomplishing task as well as ability to work without supervision, seeking for an opportunity to contribute ideas and to make impacts to the environmental, political and socio economic development in our progressive and ever challenging human society.

**STRENGTHS AND SKILS**

* Target and result oriented with goal getting attitude.
* Good communication skill and excellent team spirit.
* Adapt quickly to changes and challenges.
* Good knowledge of principles of human relationship.
* **Excellent computer knowledge and other IT facilities**.
* Microsoft word.
* Microsoft Excel,
* Microsoft Power point, And the use of Internet
* ***SuperWare Point of Sale*** (Accounting software)

**EDUCATION**

**2012** Higher National Diploma (HND) Surveying and Geo-Informatics

Federal Polytechnic, Idah, Kogi State

**2008** National Diploma (ND) Surveying and Geo-Informatics

Federal Polytechnic, Idah, Kogi State

**2005**  West Africa Examination Council (WAEC)

Government Secondary School Ologba, Kogi State

**2012** National Examination Council (NECO) **{Re-Seat}**

Community Secondary School Agbada II, Kogi State

**2000**  First School Leaving Certificate (FSLC),

L.G.E.A Primary School Etutekpe, Kogi State.

**TRAININGS ATTENDED**

**2013**  Computer application training

**2015** National Power Sector Apprenticeship Scheme NAPSAS

**2016** Federal Government Social Investment Program. (N-POWER TEACH)

**WORKING EXPIRIENCE**

**2009** Nigeria Petroleum Development Commission and United

Geophysical, JV173 Delta State

**Responsibility:** **Site surveyor (Data acquisition)**

**2013** Department of Works and Survey, Billiri LGA, Gombe State

National Youth Service Corps (NYSC)

**Responsibility: Survey data collection and computation**

**2014** **Serenipharmacy Nig Ltd ,Gwarimpa, Abuja**

**Responsibility:** **Customer service officer**

* Maintaining customers records
* Preparing monthly consumable & supply tracking
* Responding to calls, fast messages and E-mails.

**2016 Mel-Tronic Oil and Gas No 03, Begger Quarry road**

**Mpape Abuja.**

**Responsibility;** **Technical Assistant to the Managing Director**

* Keeping record of technical issues as regard machines and IT equipments.
* Making suggestion on technical issues.

**2017** Federal Government social investment Program NPOWER,

Government Secondary School Gwarinpa, Abuja.

**Responsibility; Class Teacher**

* Teaching student (Geography)
* Assessing student performance through tests & examinations
* Recording of students data for safe keeping.

**HOBBIES**

* Typing And Writhing.
* Travelling.
* Meeting People.

**Referees**

**MR. HARUNA BALA** **MR. MELIGA ADEMU**

Nigeria Petroleum Development Managing Director MEL-TRONIC OIL

Commission (NPDC) AND GAS LTD, MPAPE,ABUJA.

Edo State. ***Tel: +2348062428753***

***Tel: +2348033940708***