**RESUME**

Contact

**Address:**

Behind Ebira Muslim Community College Okengwe Okene LGA, Kogi State.

**Phone:**

+234(0) 8060988744

**Email:**

jayzealworld@gmail.com

Personal Data

**Date of Birth:** 15th October, 1995

**Age:** 25

**Sex:** Male

**Marital Status:** Single

**LGA:** Adavi

**State of Origin:** Kogi

**Nationality:** Nigerian

**Language:** English, Ebira

**Hobbies:** Reading, Writing & Meeting People

Competences

**Problem Solving**: I can solve problems, tolerate stress, push forward and provide alterative solution to problems.

**Organizational Abilities:** Work as a team, putting up ideas to achieve organization goal and to work under pressure with less supervision or no supervision

**Administrative Abilities:** Able to handle duties required to achieve work, processes adequate and meticulously.

Skills

Proficient with Ms Word, Ms Excel, Ms Power point, Adobe PageMaker, Corel Draw and Internet Applications.

Summary

**Abdulazeez, Tijani Adaviruku** is a dynamic graduate of Library and Information Science seeking to develop a solution in selecting, acquiring, cataloguing, classifying, circulating, maintaining information resources and as well keeping records in data base for reference purpose, retrieval and dissemination of information to the client either through print or media platform.

I develop abstract, bibliographical, readers advisory services, strategic and in-depth research, analyze, edit and ability to reflect critically upon my work and work of others.

I possess good interpersonal skills, analytic thinking skills and a very passionate result-oriented personality.

Relevant skills

* Excellent communication
* Strong decision maker
* Complex problem solver
* Data processing

Work Experience

* **NYSC** **Place of Assignment:** Ebira Muslim Community College Okengwe

**Position held:** Class Teacher,

**Duties Performed**: Imparting Knowledge and modifying students behaviour positively **(2018-2019).**

* **Okene Public Library (IT)** **(2013-2014)**
* **BOASAT Micro-Tech Computer Institute (2010-2011)**

Educational Qualification

* **Higher National Diploma in Library and Information Science**. Federal Polytechnic Kaduna **(2017)**
* **National Diploma in Library and information Science.** Kogi State Polytechnic **(2013)**
* **Diploma in Desktop Publishing:** Boasat Micro-Tech Computer Centre, Lagos. **(2011)**
* **Kano Capital Boys’ Secondary School Kano**: **NECO** **(2010)**
* **LGEA St. Paul’s Primary School Okengwe, Okene** **(2003)**

Referees:

* **Mr. Yakubu Usman Shehu**

Federal Capital Territory, Abuja.

08036067400

* **Mr. Ibrahim Anaza Rasheed**

NDLEA, River State Command, Port Harcourt

08034621949

* **Nurse Umar Shefiyat**

Lagos State Specialist Hospital

08029431160.