

KASIMU HAUWA TEMITOPE

No 20 Aunty Alice Street Old Karu Rd, Maraba Nasarawa, State. Nigeria.

Tel.: +234-8101048634; Email: hauwakasimu90@gmail.com.

PERSONAL DETAILS

Date of Birth : 2nd July, 1996
Age : 25 Years
Gender : Female
State/LGA : Nasarawa/Wamba
Nationality : Nigerian
Marital Status : Single
Religion : Islam
Languages Spoken : English, Yoruba and Hausa

CAREER OBJECTIVE

To strive for excellence in any organization I find myself and create value that can stand the test of time. Self-motivated, committed to learning and can quickly absorb new situations. Communicate clearly and effectively with both private and public sectors.

EDUCATIONAL BACKGROUND

- **H.N.D Library and Information Science**
(Kaduna Polytechnic, Kaduna, Nigeria) -2019
- **Senior School Leaving Certificate**
(Renics College Egbede, Lagos.) -2011
- **School Leaving Certificate**
(J.T Nursery and Primary School Ojodu Berger, Lagos.) - 2006

WORKING EXPERIENCE

- **Library Assistant**
National Institute for Legislative and Democratic Studies (NILDS) NYSC Dec. 2020 – Nov. 2021
- **Library Officer (Internship)**
Nigerian National Petroleum Corporation (NNPC), Central Area, Abuja. February-2017-2018
- **Library Assistant (Cataloging and classifying of library materials)**
National Library of Nigeria (NLN) (SIWES) June 2015 – Dec. 2015
- **Customer Care Executive**
Meat.Com Express, Kubwa, Abuja April 2018 – April 2019

ABILITIES AND COMPETENCE

- Good communication skill
- Hard working and result-oriented
- Proficient in Microsoft word
- Ability to think and generate idea in activities
- Ability to relate with people
- Ability to work effectively and harmoniously with a team
- Ability to work under pressure

PROFESSIONAL CERTIFICATION

- **Certified in Health, Safety and Environment (HSE) Level 1**
(Exford Global Consult Limited) - 2021
- **Certified in Health, Safety and Environment (HSE) Level 2**
(Exford Global Consult Limited) - 2021
- **Certified in Health, Safety and Environment (HSE) Level 3**
(Exford Global Consult Limited) - 2021
- **Certified in Project Management Professional**
(Exford Global Consult Limited) - 2021
- **Certified in Customer Service & Relationship Management**
(Exford Global Consult Limited) - 2021
- **Certified in Human Resources Management**
(Exford Global Consult Limited) - 2021

HOBBIES

Cooking, reading and travelling

REFEREE

Kolapo Q. Abayomi

Department of Democracy and Governance
NILDS, FCT-Abuja.

kolapoabayomi@gmail.com; 07039230370

Miss Regina Dadi

Department of Corporate Planning & Strategy
Nigeria National Petroleum Corporation, Abuja.

reginadadi12@gmail.com; 08035408923