
RASHEED OLAWALE OYEWUMI

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HND LIBRARY AND INFORMATION SCIENCE

Summary

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge. And to succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals

Core Competencies

- Administrative Skill
- Communication
- Information T echnology SKills
- Operational Skill
- Project Management
- Students & Staff Relations
- Team Leadership

Professional Experience

- 2016 - 2017 Serial Library Officer
Osun State College Of Technology Library, Esa-Oke, Osun State
Served as serial library officer in the library and saddled with the responsibilities of (not limited to the following):
- stamping publications with ownership stamp.
 - Accession of Library Materials.
 - Shelving and shelve reading of library materials.
 - Charging ang discharging of books in the library.
- 2012 - 2013 Library Assistant (SIWES)
William Adedoyin Library, Federal Polytechnic Offa, Kwara State
- Engaging in the recording of daily library routine.
 - Preparation of accession register.
- 2008 - 2010 Booking Clerk
Pioneer Rental Services Offa Kwara State
- Responsible for the booking of evnts
 - Collection and recording of daily cash transactions.
 - contributed in improving the standard of the organisation.

N Y S C

Completed one year national service from 24th November 2016 to 24th October 2017 in accordance with section 11 of the National Youth Service Corps Act - CAP N84, LFN 2004.

Education

- 2014 - 2016 Higher National Diploma (Library and Inforamation Science)
Federal Polytechnic Offa, Kwara State.
Certified and awarded HND in Library and Information Studies having completed an approved course of study and passed the prescribed examinations. Few of the Courses Studied and passed are:

- Collection Development
- Current Awareness Services
- Advance Cataloguing and classification
- Public Libraries
- Academic Libraries
- Archives and records management
- Indexing and Abstracting

2010 - 2012

National Diploma (Library and Information Science)

Federal Polytechnic Offa, Kwara State.

Certified and awarded ND in Library and Information Studies having completed an approved course of study and passed the prescribed examinations. Few of the Courses Studied and passed are:

- History of Library
- Classification
- Cataloguing
- Information and Library Operation
- Element of Library Administration
- Basic Reference

2002 - 2008

O'Level Certification

Federal Polytechnic Staff Secondary School - Offa, Kwara State

Passed all Subjects in the WAEC and NECO examination Combined. Subject offered in SSCE are:

- English Language
- Mathematics
- Economics
- CRS
- Government
- Biology
- Literature in English
- Yoruba Language

1998 - 2002

First School leaving Certificate

Federal Polytechnic Staff Primary School Offa, Kwara State

Obtained first school leaving certificate having attended the school for six years and passed all examinations with good academic performance.

Technological Proficiencies

- Microsoft Office Suite [word, excel, powerpoint, access]
- Microsoft Windows 7, 8 and 10

Skills

- Ability to Work and discharge duties under pressure.
- Ability to work independently with minimal supervision.
- Excellent Communication Skills-Written and Oral.
- Excellent computer skills.
- High level organizational team work.
- Loves to achieve objectives and goals.

Languages

- English - Proficient
- Yoruba - Proficient
- Igbarra - Proficient

Research

Title: Information Literacy skills of users in the Federal Polytechnic Library Offa

Institution: Federal Polytechnic Offa, Kwara State

Year: 2012

Title: The effect of use of Library Course taught to non-library and Information science students of federal polytechnic Offa .

Institution: Federal Polytechnic Offa, Kwara State

Year: 2016

Referees

Mr Yakub olayinka Ahmad

Lecturer

07033670094

Federal Polytechnic Offa

Kwara State

Mr Ayoola Adediran Olufemi

College Librarian

Osun State College of Technology

Esa-Oke, Osun State.

Mr Kassem Omoniyi

Zilcomm Technologies Ltd.

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