



Muhammad Musa

Front Desk officer

Musa Muhammad is a dedicated young mind that is eager to learn and work in an organization where he can add value and invest in productivity of the organization, while developing and displaying his basic skills and experience with a clear career objective.

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☎ 0903 643 8382

📍 Okene, Nigeria

EDUCATION

Higher National Diploma (Business and management)

Fed poly kaura Namoda zamfara state

02/2018 - 12/2019

Courses

- Business administration

WORK EXPERIENCE

Calyn International Nursery and Primary School Gwako-Abuja FCT

post held:Head Teacher

11/2016 - 12/2017

World Design deal in pop, art work and painting(okene, Kogi state)

post held:apprentice

04/2010 - 08/2013

Emmy's computer worlds

Post held:Manager

07/2013 - 12/2014

Nysc

Post held:C.L.O

03/2021 - 09/2021

NHGSFG

Post held:Enumerator

08/2021 - Present

World map research Team

Post held:Enumerator

ACHIEVEMENT

member of student's Representative council (S. R. C) : National Association of Business Administration & Management Student (NABAMS) Abdu Gusau Polytechnic Zamfara State. 2015-2016 /Sport Director : National Association of Business Administration & Management Student (NABAMS) Fed Poly Zamfara State. 2018-2019

SKILLS

problem solving

Ability to work unsupervised

Good Team player

Good communication skills

Interpersonal/organizational relationship

Computer competences

Multitasking and time management

PERSONAL PROJECTS

Impact of stress on employee productivity and commitment (12/2019 - Present)

- To know the effects of stress on employee productivity and commitment (case study Federal polytechnic kaura Namoda zamfara state)

REFEREES

Mr Usman Abdulrahman ozavehe CBN staff Tel,0814 707 1682. Eng, mahmud Suleiman water Resources management Tel,0803 620 3945. Mall, Muhammad Danladi TPL lecturer state poly adamawa

CERTIFICATES

NYSC (11/2020 - 09/2021)

Adamant state, Mayo-Belwa LGA

H.N.D (01/2018 - 12/2019)

Federal polytechnic kaura Namoda zamfara state

N.D (01/2015 - 11/2020)

State polytechnic Tamara mafara, Zamfara state

Senior secondary school examination (02/2006 - 08/2012)

Torbat memorial college kuroko, Kogi state

LANGUAGES

English

Full Professional Proficiency

INTERESTS

Reading

Traveling

Athletic

Recreation activities

Research