

# **HYELLADI DANIEL TIZHE**

Karu roundabout, opposite Police Station, FCT Abuja

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## **PERSONAL SUMMARY**

My ambition is to develop a professional career in a challenging and result oriented organization, aiming at contributing my potential to be optimally utilized to provide value added service and to achieve Organizational goals.

## **PROFESSIONAL EXPERIENCE**

○ **UNICEF** . November 2021 - December 2021

**Role: Enumerator (G4G effectiveness monitoring Primary Schools)**

### **Duties/Accomplishments**

- Recorded GPS coordinates for each targeted school.
- Ensured daily data entry, transcription and report writing is carried out.
- Had one on one discussion with G4G mentors at each school.
- Acquired data report from G4G mentors' record book.
- Performed other relevant duties assigned by my supervisor.

○ **International Rescue Committee (IRC)**, Adamawa state. March 2021 – April 2021

**Role: Data Entry Assistant**

### **Duties/Accomplishments**

- Sort individual vendor files and place them in categories
- Sort out price list of each vendor in categories of single and multiple suppliers
- Accurately impute each vendor data according to category in a designed excel worksheet
- Sort out incompetent vendors based on supply capacity and price list on the provided worksheet.
- Cross-check each impute and ensure all categories are properly captured in the worksheet.
- Submit to the team head and supervisor for assessment and further evaluations alongside team members.
- Perform other duties assigned by my line manager.

○ **Mercy Corps Nigeria (MCN)**, Adamawa state. November 2020- December 2020

**Role: Enumerator (Feed the Future Nigeria Rural Resilience Activity)**

### **Duties/Accomplishments**

- Conduct focal group discussions with registered participants (MSMEs, farmers and service providers) in selected communities.
- Administer household questionnaires to target respondents (registered MSMEs, farmers and service providers) and ensure proper data entry on the ODK tool provided on issued devices
- Timely and Adequate finalization and uploads of data
- Thorough report and accountability to field supervisors and the M and E team

- **Upper Benue River Basin Development Authority, Yola, Adamawa State.**  
June 2018 – December 2018

**Role: IT Student**

#### **Duties/Accomplishment**

- Obtaining data from meteorological station twice daily.
- Using meteorological station data to predict hydraulic year, for the purpose of creating awareness on flood, in communities.
- Surveying areas suitable for water projects.
- Gaining maximum spatial interaction with farmers in localities around UBRBDA Yola.
- Acquiring data from meteorological station for weather forecast.
- Measuring rainfall using equipment from meteorological station.
- Performed other relevant duties assigned by my supervisor.

- **Catholic Relief Services (CRS), Adamawa state. February 2017**

**Role: Research Assistant (Feed the Future Nigeria Livelihoods Project)**

#### **Duties/Accomplishment**

- Participated in community entry and sensitization in targeted project locations.
- Conducted registration of households' assessment in post conflict situations amongst host community members, IDPs and returnees.
- Collection of qualitative and quantitative data using e-devices.
- Data entry, transcription and report writing daily.
- Performed other relevant duties assigned by my supervisor.

#### **ACADEMIC QUALIFICATION**

<b>Adamawa State University Mubi</b>	<b>2021</b>
<b>B.SC Geography</b>	
<b>Certificate in Computer Training</b>	<b>2016</b>
<b>WAEC</b>	<b>2012</b>
<b>First School Leaving Certificate</b>	<b>2006</b>

#### **SKILLS AND INTEREST**

Good interpersonal skills, excellent problem-solving ability and analytical skills, great writing quality and leadership skills, excellent communication and organizational skills, team spirit and cross functional work capability, proficient in MS Office suits (Word, Power Point, Outlook, Excel, Internet).

#### **HOBBIES**

- Travelling
- Creating and organizing a book club
- Networking
- Volunteering
- Public speaking
- Exploring other cultures
- Dancing
- Camping
- Writing

## **LANGUAGES**

- English, Hausa and Fulfulde

## **REFERENCES**

- **Zipta Bulus Kwada**  
Ministry of Health Yola, Adamawa State  
07033003783, 08057153700
- **Ahmed Babale**  
Chief Executive Officer  
NAZWALA Integrated Services Jimeta-Yola,  
08037125670
- **Adamu Ibrahim**  
Upper Benue River Basin Development Authority Yola, Adamawa State  
08166362103