**ABDULRAHMAN ABDULLATEEF**

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**CAREER STATEMENT**

Higher Nation Diploma in Human Resources Management and a National Diploma in public administration with a passion for finesse, ability to work under minimal and maximal supervision, with good communication and analytical skills, always thinking out of the box. My long term career goal is to be able to offer my exceptional quality service, technical skills and being an innovative top performer in your organization.

My willingness to learn, adapt and ability to work in a diverse and agile environment marks me for a difference. I have a proper blend of technical and theoretical knowledge with the willingness to assume hands on business knowledge. I am constantly seeking new challenges and looking forward to a career opportunity where I can deliver quality, effective and efficient service to meet your business and organizational needs.

**KEY COMPETENCIES AND SKILLS**

• Excellent verbal and written communications skills

• A motivated individual who is passionate about technology

• Good facilitation & presentation skills

• Analytical thinking within problem solving skills

• Innovative and creative

• Goal oriented with a strong commitment to excellence

• Team oriented

• Ability to adapt to changing environments and multi task assignments

**SUMMARY OF QUALIFICATIONS**

All Saints Nursery/primary School, Kaduna, 2000: First School Leaving Certificate (FSLC 2000).

Success Academy Secondary, Abakpa, G.R.A Kaduna, 2014 Senior Secondary Certificate Examination (SSCE WAEC).

Ahmadu Bello University Zaria, Kaduna, 2010 (diploma in sharia and civil law).

Kaduna Polytechnic Kaduna, 2016 (ND) public administration.

Kaduna Polytechnic Kaduna, 2019 (HND) Human Resources Management.

(NYSC, 2019) National Water Resources, Human Resources Department Office.

Nigerian Defence Academy 2021 (PGD) in Public Administration (in progress)

**COMPUTER SKILLS**

• Proficient in using software such as Microsoft Windows, MS Office Suite, CorelDraw, and quick adaptability to new software.

• Fast typing speed

**WORK EXPERIENCE**

**2010 – 2012**

Ram-Raf Construction Nig LTD, Dutsinma Street T/Wada, kaduna

• Site Supervisor

• Accountant

• Store Keeper

**2014**

Darodaz Computer Center, No,10 U/Sunusi T/Wada, Kaduna

• Preparing of Lesson Plan, Lesson note and Diaries

• Supervisor

• Administering tests and examinations and recording scores

**2016– 2017**

Industrial Training at Najiko Enterprises Nig LTD, Kaduna State.

• Supervisor

• Data and record keeping

**2017 -2018**

Gideon Enterprises, Abubakar Gumi Market Kaduna.

• Marketer

• Sales Manager

**References**

Available on request