

AGBO JULIUS ADEJO

CONTACT ADDRESS: Behind RCCG after transformer Idu Gbagyi, last gate Karmo, Abuja
Municipal Area Council, FCT Abuja.

Tel: 08163268443, 07053405849 **E-mail:** agbojulius55@gmail.com

CAREER OBJECTIVE: To work with a scintillating team, contribute my intellectual quota in helping achieve organizational goals and profitably making the best of every opportunity while attaining my dreams and aspiration in the organization. Also ready to answer a call to service anytime and anywhere my service is needed.

PERSONAL DATA:

Date of Birth: 31st May, 1993
Sex: Male
Marital Status: Single
Religion: Christianity
State of Origin: Benue
Local Government Area: Okpokwu
Nationality: Nigeria

CORE OBJECTIVE:

- ❖ Problem solving
- ❖ Creative and highly motivated
- ❖ Research and documentation
- ❖ Record keeping
- ❖ Filing and paper management
- ❖ Improvisation of instruction material
- ❖ Planning and office management
- ❖ Microsoft word, Excel and power point
- ❖ Evaluation of school and teaching
- ❖ Administrative management

INSTITUTION ATTENDED WITH DATE:

- Federal University of Technology, Minna 2017-2019
- Federal College of Education, Kontagora 2013-2015
- All saints Science Secondary School, Olongbecho 2017
- Iduh Memorial Secondary School, Ajide 2004-2010
- L.G.E.A Primary School, Ogodumu 1998-2004

QUALIFICATION OBTAINED WITH DISCIPLINE AND DATE:

- Bachelor of Technology in Education Technology 2019
- Nigeria Certificate of Education in Chemistry/Mathematics 2015
- Senior Secondary School Certificate (WAEC) 2010/2017
- First School Leaving Certificate (FSLC) 2004

ADDITIONAL QUALIFICATION:

- Certificate of National Youth Service Corps 2022
- Certificate of Registration, Teachers Registration Council of Nigeria 2017
- Certificate of Computer Training 2016

WORK EXPERIENCE WITH DATE:

- St. Bakhita Catholic Secretariat, Sokoto 2021-2022
National Youth Service Corps Member as a Front desk officer
Responsibilities of a Front desk officer:
 - Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
 - Answering screening and forwarding incoming phone calls.
 - Receiving and sorting daily mail.
- West Africa Examination Council, Marking Venue, Sokoto 2021-2022
Assistant Examiner
Responsibilities of Assistant Examiner:
 - To assist in the marking of scripts at examinations where there are large numbers of candidates;
 - To attend practical examinations, where required;
 - To act in accordance with key College policies and regulations relating to examination and assessment, in particular, the College's Protocol for Marking and Moderation
- Anointed Foundation International School, Abuja 2019-2021
Dean of Studies/Mathematics Teacher
Responsibilities of Dean of studies:
 - coordinating the development of and implementing the School's Vision and Goals Statement;
 - leading the School's efforts toward achieving Its goals;
 - managing the fiscal affairs of the school;
 - leading, and coordinating School's strategic planning and curriculum development;

- Supervising, evaluating, and supporting Department in a manner that promotes excellence in instruction, scholarly and creative productivity;
- leading and coordinating the governance of the School;
- coordinating the professional development of the School's staff;
- evaluating Department Heads and staff;
- evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;
- advising the School Principal on School policies and procedures;
- providing recommendations to the Principal on policies and procedures, especially in the academic area;
- Developing, leading, and encouraging any support of the school's goals and the goals of its departments and programs, as well as outreach and public service efforts.

- Havillahland International School, Abuja 2015-2017

Chemistry/Mathematics Teacher

Responsibilities of a good teacher:

- Teaching academic knowledge;
- Motivator
- Manager;
- Curriculum planner;
- Guidance and councilor;
- Evaluator;
- Role model certain behaviors;
- Act as mentors.

- Aso Radio and Television (ASORTV) 2018-2019

Research and Documentation

Responsibilities of Documentation and Research Officer

- Re-organise and modernise documentation services;
- Coordinate research support services;
- Plan and implement over time the preparation of documents, facts and figures;
- Draw up, in consultation with the team of analysts, the Annual Report Activities;
- Collaborate with the senior analysts in all matters related to publications.

HOBBIES:

- ✓ Teaching
- ✓ Improvising
- ✓ Presenting

- ✓ Sporting
- ✓ Reading
- ✓ Writing

REFERENCE:

Very Rev. Fr. Cornelius Tagwai

Chancellor, St. Bakhita Catholic Secretariat, Sokoto
08035776334

Dr. Gerald Onwuka

West Africa Examination Council, Marking Venue, Sokoto
08035075152

Mr. Anointed Sunday Abutu

Proprietor, Anointed Foundation International School, Abuja
08062543684

Mrs. Mary Ode

Nigeria Police Force, Abuja
08144724371