

UMAR FARUQ MU'AZU

No. 492 Nuhu Bamalli Jushi Zaria, kaduna
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Objective

To build a career in an organization where talent is exhibited, being self-disciplined and ability to work tirelessly, fast and calm under pressure, possessing zeal to work with consortium of experts in a challenging environment, meeting organizational goals within time, also to grow along with the organisation and become a professional of excellent repute by effectively contributing towards the goal of the organisation.

Education

- **Iheris University Togo** 2022
Bsc. Public Administration
- **Federal College Of Education Zaria** 2020
NCE In Economics Political Science
- **Mothercare School Of Basic And Community Nursing** 2019
Professional Diploma In Nursing
- **Computer Corporate Center Of Technology** 2018
Computer certificate
- **Dagama's Legacy Secondary School, Zaria** 2014
Senior Secondary School Certificate
- **Dagama Legacy Group of Schools** 2009
Primary School Leaving Certificate
- **Jobberman** 2021
Certificate In Soft Skills Training
- **Google Training** 2019
Certificate In ICT Empowerment and Capacity Building on Digital Skills Training

Experience

- **Government Girls Secondary School Sabon Gari** 2022 - 2023
N-power Teacher
 - Collated activity resources and materials.
 - communicated children's growth and development to parents and guardians.
 - identified child development and behaviour problems suggested solutions and remedies.
 - Ability to select the appropriate teaching methods and adapt to children's learning styles
 - Ability to develop activities that are fun and educational for young children.
- **Umar Faruq Pharmaceutical Store** 2016 - 2023
Office Administrator
 - Perform general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work
 - Highly effective at handling confidential information and identifying system improvements with ease.
 - File and retrieve corporate documents, records and reports
 - Complete forms in accordance with company procedures.
- **Zaria Local Government Secretariat** 2019 - 2019
Data Collector
 - Administering surveys, delivering presentations and reports,
 - Collect data from external and internal sources
 - Analyse data and present your findings to management
 - Ensure all data is organised and accurate
 - Completing all data collection forms carefully and accurately

- **Danfodio Children School** 2018 - To Date
Teacher
 - Patients and compassion suitable for working with young children.
 - Ability to instruct young children in rules of conduct and learning new tasks.
 - Ability to plan, manage, and evaluate curriculum
 - carefully monitored child's progress, keeping updated records to ensure continued development.
 - planning and organising a range of individual and group activities, movement, singing, games, arts and crafts.

- **Nigerian Youth Corporate Social Responsibility Fund** 2019 - 2023
Assistant Director In Charge of Northwest Zone On Agricultural Production

- **Youth Crises Awareness And Peace Forum** 2016 - 2023
Zone 1 Senator

- **Nigerian Youth Movement** 2020 - 2022
Duputy NorthWest Zonal Co-ordinator

Skills

- Computer Literate
- Teaching Skills
- Leadership Skills
- Good Communication Skills
- Time Management
- Teamwork
- Positive Displine
- Child Safety
- Ability to Work Under Pressure
- Ability to Work With Little Or No Supervision

Achievements & Awards

- Icon of Good Leadership&Hope For National Development Hadiza Bala Usman Youth Awareness Forum
- Best Teacher Of The Year Nuril-Islam Science Academy

Interests

- Humanitarian Service
- Research
- Strategic Planning

Reference

- **Hon. Sulaiman Ibrahim Dabo -**
Wakilin Birnin Zazzau
08035309191

- **Barr. Aisha Ahmad Mohammed -**
Legal Adviser To Kaduna State Governor
08037013657

- **Hon. Ibrahim Garba Umar - Madalla College Zaria**
Director
08031308164

- **Alh. Abubakar Ladan - Zazzau Emirate Council**
Chief Protocol And Information Officer
08037037692