# Curriculum Vitae

**MAHFOOZ**

**Email:** mahfooz.383451@2freemail.com

**Career Objective**

Helping the organization achieve its goals and objectives through effective and efficient utilization of human and material resources. Seeking an honorable position with my excellent communication skills, computer software knowledge and organizational abilities that will be helpful in contributing to the development of the organization with impressive performance.

**Personal Details**

* Religion: Islam
* Sex: Male
* Nationality: Nigerian
* Visa Status: Dubai Visit Visa

# Languages Spoken

* Arabic
* English
* Hausa
* Yoruba

# Academic Qualifications

* **[2011-2016]**B.Sc. (Hons) Library and Information Science, awarded by Ahmadu Bello University, Zaria, Kaduna State, Nigeria.
* **[2007 - 2008]** Diploma in Computer Software Development and Technology, awarded by Hexosoft Computer Institute, Jos Plateau State, Nigeria.
* **[2002 - 2007]** A Level Certificate, Al-Hilal Secondary School, Rikkos Jos, Plateau State Nigeria.

# Skills and Professionalism

* Computer Hardware and Software Administrator
* Networking Administrator
* Graphics Design
* Microsoft Packages
* Website design and database programming

# Certification

* Microsoft Certified Professional [2009].
* Nigerian Institute of Management [2016]
* Certificate of National Service [NYSC 2016]

# Work Experiences

* **Technical officer, Faculty of Education Library, Ahmadu Bello University, Zaria. Kaduna State [2015–Till date]**

Main duties performed:

* Administrating and maintaining the Library software
* Managing all the library’s digital communication services.
* Managing and maintaining online registration for students
* **ICT officer, Advocates for the Advancement of Youth development Initiatives, Niger State Nigeria (NGO). [2010 –2014]**

Main duties performed:

* + Responsible for the development of the company website
	+ Responsible for portal designs and maintenance.
	+ Administrating and maintaining of all ICT services
* **IT Assistant and Trainee, Bellant Information Technology, Abuja/Minna. [2008 –2010]**

Main duties performed:

* + Principally responsible for the Installation, configuration and maintenance of Personal Computers.
	+ Responsible for networking services.
	+ Responsible for Computer administrative training for new organizations
* **Computer Technician, Hexosoft System Limited Jos, Plateau State. [2007 – 2008]**

Main duties performed:

* Sales and maintenance of computers andaccessories.

# Key Strengths

* Outstanding communication and writing skills
* Good presentation and organization skills
* Self-motivated and good motivator