Nura Yusuf - Academic Resume

Contact Information:

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Career Summary:

Experienced professional with a proven track record in office management, data coordination, and workshop facilitation. Notable achievements include serving as Monitoring and Evaluation Officer for UNICEF's SHAWN program, where I effectively managed data and coordinated human resources information for workshops and seminars.

Employment History:

- 2011 – 2015: Office Executive Assistant, Water Supply & Sanitation Department, Musawa Local Government Area.

- 2015 – 2020: Monitoring & Evaluation Officer, Water Supply & Sanitation Department, Musawa Local Government Area.

- 2021: Volunteer Finance Staff, Management Science for Health.

- 2021 – 2023: Class Teacher (Volunteer), Community Secondary School Jikamshi.

Education:

- Usman Dan Fodio University Sokoto: Diploma in Computer Studies (Upper Credit) - 2005.

- Isa Kaita College Of Education Dutsinma, Katsina State:\* NCE Primary Education Studies (Merit) - 2009.

- Ahmadu Bello University, Zaria: Second Class Lower, Bachelor Of Library And Information Science.

- Unicef Online Course: Certificate In Data Analysis.

- Certificate In Rapid Pro.

Workshops/Seminars and Meetings:

- Capacity Building on Database Management System.

- Dealing With Data Collection Tools In The Field Using ODK And Kobo Collect Smart Surveys.

- Monthly Data Management Meeting.

- Offline/Online Updates Workshop On Facility Tracking System Using GPS Coordinates.

- Monitoring And Reporting Of Facility Functionalities.

- Workshop On Geographic Information System And Global Positioning System (GIS/GPS).

- Training Workshop On ArcGIS Application Software Using Spatial Data To Build Base Map.

Skills:

- Internet proficiency.

- Excellent verbal communication skills.

- Confidentiality handling.

- Multitasking/prioritization.

- Problem-solving/decision-making.

- Writing skills: essay/article/report/proposal.

- Public relations expertise.

References:

1. Prof. Abu Yusufu

- Department of Library and Information Science

- Ahmadu Bello University, Zaria, Nigeria

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2. Dr. Garba Dahiru (Jikamshi),

-Faculty of Technology Education,

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