

BOLAJI MUZBAUDEEN KAYODE

47, Folarin Street, Atan-Oba Estate, Offa, Kwara State.

OBJECTIVES

To be the best in well organized establishment that will enable me to utilize my acquired skills and experience, thereby attaining a higher level of personal and professional development, effective utilization of available resources within time and technical performance objectives to meet corporate goals, using the best in me with the least available around me.

PERSONAL DATA

Date of Birth:	31st May, 1986
Gender:	Male
Marital Status:	Single
L.G.A.:	Offa
State of Origin:	Kwara
E-mail:	bhejay3030@gmail.com
Mobile No.:	07032783860, 08054505927

EDUCATION

2013	Peacock College UK, London Certificate in Principles of Business and Enterprise
2011	Federal Polytechnic Offa, Kwara State Higher National Diploma (HND) Library & Information Science <i>Upper Credit Division</i>
2008	Federal Polytechnic Offa, Kwara State National Diploma (ND) Library & Information Science <i>Upper Credit Division</i>
2004	Ojoku Grammar School, Oyun, Kwara State <i>Senior Secondary School Certificate</i>
2003	General Certificate of Education <i>Ordinary Level</i>
2003	Wysiwyg Computer Academy, Offa, Kwara State. <i>Diploma in Computer Studies</i>
1995	Ansar – Ud – Deen Primary School, Offa, Kwara State. <i>First School Leaving Certificate</i>

SKILLS

Generic:

Team player with excellent collaborative skills, good communication and presentation skills. Highly numerate, tenacious and creative. High level of integrity, tact and reliability. Profound ability to analyze situation accurately and adopt an effective course of action. Ability to work under pressure and communicate with clientele and partners effectively.

IT / Computing:

Proficient in the use of MS Word, Ms Excel and Power Point. Excellent navigating and explorative skills in Windows Operating System.

WORK EXPERIENCE

November, 2007 – March, 2008

Students Industrial Work Experience Scheme (SIWES)
Kwara State Library Board, Ilorin (Library Officer).

Responsibilities:

- Shelving & re – shelving of information materials.
- Cataloguing & classification of information materials.
- Computation of information resources on computer system using Alice for Microsoft Windows.

February, 2009 – January, 2010

**Biochemistry Department, Federal University of
Technology Minna, Niger State.**
(Administrative Secretary)

Responsibilities

- Computer operations of the Department
- Production of semester results
- Graduation spreadsheet
- Responding to general mails.

March, 2012 – February, 2013

National Youth Service Corps (NYSC)
Orere Grammar School, Ile – Oluji, Ile – Oluji / Okeigbo, Ondo State.

Responsibilities

- Teaching
- News Editor for School Press Club
- School Coordinator of National Drug Law Enforcement Agency (NDLEA): Sensitization of Students on Abuse of Drug and its Effects.

November, 2014 – Oct., 2015.

Al-Hikmah University Ilorin, Kwara State (Graduate Internship
Programme (GIS) Sure – P under Federal Ministry of Finance
(Departmental Secretary)

Post Held:

RESEARCH / SEMINAR PRESENTATION

- Seminar / workshop on Entrepreneurship, Human Resources and Leadership Training during NYSC job awareness lecture (2013).
- Utilization of Electronic Information Resources by Users in Medical Libraries. A Case Study of Faculty of Medicine, University of Ilorin.
(HND Library & Information Science Final Year Project 2011).
- Effect of Library Use on Reading Habits of Students at University of Ilorin.
(ND Library & Information Science Final Year Project 2008).

Languages: English, Yoruba and Hausa

HOBBIES

Reading, Research, Traveling and Surf Net.

REFEREES

Dr. Ajijola, B.A.

Mass Communication Department, Al-Hikmah University, Ilorin.
Tel.: 08138155360

Dr. Okunlola, I.A.

HOD, Chemical and Geological Sciences Department,
Al – Hikmah University, Ilorin, Kwara State.
Tel.: 08033139881

Mrs. M.B. Aliyu

The Head of Department,
Library & Information Science,
Federal Polytechnic Offa, Kwara State.
Tel.: 08052323677