

CURRICULUM VITAE

PERSONAL DATA

Name:	Umar Tijjani
Date of Birth:	01 st January, 1990
Gender:	Male
Nationality:	Nigerian
State of Origin:	Borno State
L.G.A:	Biu
Zip code:	600273
Residence	Maiduguri
Marital Status:	Single
Language spoken:	English, Babur, Hausa and Kanuri
Phone number:	08139057373, 08075042898
Gmail:	umartijjani4@gmail.com
Home Address:	NGomari Airport Bus Stop, Opposite Dunu Palace Guest Inn, Maiduguri, Borno State.

SKILLS

- Good communication and leadership skills
- Information gathering and analysis skills using good knowledge of management
- Good interpersonal skills and possession of team work skills and harmoniously and effectively with colleagues from diverse discipline.
- Proven ability to conduct route planning and develop security and contingency plans
- Critical thinking and excellent logical skills
- Strong proficiency in the use of office suites, i.e. Microsoft word, Excel, power point, publishing
- Have good oral, written communication and presentations skills
- Integrity, honest, openness, and transparency, builds trust and confidence consistent excellent judgment

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

- | | |
|---|------|
| ❖ B.sc (Honor) in Political Science – University Of Maiduguri | 2017 |
| ❖ National Youth Service Corps Certificate (NYSC) | 2018 |
| ❖ Diploma in General Applications and Computing – Kwari Computer Academy | 2018 |
| ❖ National Diploma in Business Administration and Mgt. Ramat Polytechnic Maiduguri | 2013 |
| ❖ Senior School Certificate Examination – Government Day Secondary School Maiduguri | 2008 |
| ❖ First School Leaving Certificate(FSLC) - Gomari 1 Primary School Maiduguri | 1996 |

Working Experience

Borno state Universal Basic Education (UBE)

2018 - 2020

Position: Classroom Teacher

Role:

- ❖ Observe and evaluate students performance and development
- ❖ Teaching a culture of peace, human right education, education of tolerance, child abuse
- ❖ Assign and grade class, homework, tests and assignment

University of Maiduguri

2020 - Date

Position: Administrative Officer

Role:

- Perform Administrative duties to Support management:
The Administrative Officer will respond to maintain standards of confidentiality and privacy in accordance with the management, student records, and any other protected document. This position will assist in managing the course schedule, faculty agreements, curriculum and assessment, advisory board meetings, and other processes and functions of the divisions. Other tasks include creating reports and correspondence, updating program materials, coordinating travel, managing calendars, scheduling meetings and events.
- Provide program support: The Administrative Officer; coordinates the student evaluation process; maintains and organizes academic documents, files, and records; assists with classroom evaluations; maintains office supplies and equipment, distribution, and requisitions.
- Support students to advance student success: The Administrative Officer assists with student registration provides information for students regarding scheduling and advising, assists students in finding appropriate resources at the department.
- Assist departments to develop and execute all plans according to design and budget requirements

Training Attended with Certificates

- | | |
|---|------|
| • Entrepreneurship Development Centre | 2017 |
| • Computer Networking and Cyber Security | 2019 |
| • Introduction to Go. Data Field data collection, chains of transmission and contact follow -up (World Health Organization) | 2020 |
| • Improving work ethics and productivity | 2022 |

MEMBER OF PROFESSIONAL BODY

- MEMBER OF GREAT MINDS EMPIRE AFRICA 2020
- MEMBER OF ASSOCIATION OF NIGERIAN UNIVERSITY PROFESSIONAL ADMINISTRATORS (ANUPA) 2021
- MEMBER OF SENIOR STAFF ASSOCIATION OF NIGERIAN UNIVERSITY (SSANU) 2021

Hobbies

Research, Reading, and Travelling

Referees:

1. MOHAMMED MOHAMMED YAMTA

Ministry of Religious Affairs (MORA)

Damaturu, Yobe State

Gmail: muhammadyamta@gmail.com

Tel: 08065828385

2. Professor S.B Mustapha

Department of Agricultural Extension Services

University of Maiduguri

Borno State

Email: sbmustapha@unimaid.edu.ng

Tel: 07060573884

3. Adamu Haruna Umar

Logistics Department

World Health Organization (WHO)

Yobe State

Gmail: adamuhumar1990@gmail.com

Tel: 07063696879



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UNIVERSITY OF MAIDUGURI

This is to certify that

Ijjani Umar

having fulfilled all the requirements of the University
and passed the prescribed examinations has, under the
authority of the Senate, been admitted to the Degree of

Bachelor of Science (Honours)

with

Second Class Lower Division

in

Political Science

Given this *10th* day of *March*, 20*17*

[Signature]

Registrar

[Signature]

Vice-Chancellor