

MUDATHIR ZAINAB OYEDIRAN

DATE OF BIRTH: 3RD SEPTEMBER 1999
NATIONALITY: NIGERIA
MARITAL STATUS: MARRIED
STATE: KADUNA

**41, ISALE OYO BEHIND RAS BALINGA
FILLING STATION ORORUWO.
OSUN STATE.
08104187707
mudathir.o.zainab@gmail.com**

WORKING EXPERIENCE

Harklan International School, Zaria— School Coordinator

September 2022 - Present

Harklan International School, Zaria— Principal/Vice Principal Admin

September 2021-September 2022

Harklan International School , Zaria— Assistance Bursar/ Teaching Practice.

September 2019- September 2021
Teaching Practice (6 Month)

Royal Gent Academy, Samaru Zaria— Class Teacher

February 2019 - August 2019

Harklan International School, Zaria— Subject Teacher/ Class Teacher.

September 2016 - December 2017

EDUCATIONAL QUALIFICATIONS

Institute Of Education , Ahmadu Bello University, Zaria— Diploma

JANUARY 2017 - DECEMBER 2019
Diploma in Integrated Science Education.

Government Girls Secondary School , Samaru Zaria — Secondary Level

SEPTEMBER 2013 - JULY 2016

Amina L.E.A Primary School, Samaru— Primary level

SEPTEMBER 2005 - JULY 2010

SKILLS

SOFT SKILLS

- Communication Skills
- Organization
- Attention to details
- Growth Mindset
- Grit and Resilience
- Prioritization
- Patience
- Emotional Intelligence
- Confidentiality and Discretion
- Self Awareness
- Patience
- Resourcefulness

TECHNICAL SKILLS

- Scheduling
- Managing client Inbox,Calendar
- Internet Research
- Project Management
- Taking meeting Minute
- Creating Slides/ Presentation
- Transcribing
- Attending to customers.

TOOLS

- Google Workspace: Gmail, Google Calendar, Google Slides, Google Docs, Google sheets, Google Drive, Google forms, Google meet, .
- Other Tools: Asana, Trello, Zoom, MS word, excel, powerpoint. e.t.c.

HOBBIES

- READING
- COMMUNICATING
- INTERNET RESEARCH
- ORGANIZATION

LANGUAGES

English, Hausa, Yoruba

ADDITIONAL QUALIFICATION

Educating Nigerian Girls in New Enterprises(ENGINE)

CERTIFICATE OF COMPLETION

2015

Muslim Students Society of Nigerian (MSS)

CERTIFICATE OF APPRECIATION SERVE AS AUDITOR I

2014-2016

Learn Africa PLC

WORKSHOP ON NEW METHOD MATH AND NIGERIA PRIMARY
ENGLISH HELD AT BAREWA COLLEGE HALL ZARIA

2019

Purple Academy

CERTIFICATE OF COMPLETION

AUGUST 2019

NAPPS

5 DAYS WORKSHOP: PRACTICAL AND DEMONSTRATING OF
TEACHING SKILLS.

CERTIFICATE OF ATTENDANCE

2021

Nasfat and Dawah Institute.

TRAIN THE TRAINERS COURSE IN ISLAM.

CERTIFICATE OF PARTICIPATION.

REFEREES:

DR.MRS. HAJIYA K.I ADEBISI

F.C.E BUSINESS EDUCATION

DEPARTMENT

F.C.E. ZARIA.

08035920251

HUSSEINI IBRAHIM ANGO

MINISTRY OF EDUCATION

SCIENCE AND TECHNOLOGY KADUNA.

08103252525.

ALHAJI.LUKMAN BASHIR

BESIDE SABON GARI POLICE STATION ,

08035298974.