

Izang Israel

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Mr.

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Adjacent Veritas University, Zuma II,
Bwari, Abuja.

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EDUCATION

BA [Hons] Theatre and Film Arts,

University of Jos

April 2021, 2nd Class Lower

TECHNICAL SKILLS

- Good communication skills
- Good writing skills
- Speak Hausa fluent
- Email management
- Google workspace
- Patience
- Tolerance
- Hardworking and Dedication
- Trustworthy and Reliable

SUMMARY

A passionate individual with a growth mindset. Ability to work as an individual or as a team. I awaits opportunity to impact and contribute my own quarter to the growth of your organization.

WORK EXPERIENCE

NYSC

Administrative Assistant July 2021- July 2022
Veritas University, Bwari Abuja

As an administrative Assistant am attached to work with the Administrative office in the department of History and International Relations. This is to aid me get conversant with administrative work. I attend to students for there course registrations, registration for new students, writing meeting minutes, help lecturers with recording of exams scores, tying and dispatching of memos from the department.

VOLUNTEER WORK

Administrative office July 2022- Date
History And International Relations,
Veritas University Bwari Abuja.

After my service year. I decided to stay back to gather more experience even as I awaits opportunities.