

CURRICULUM VITAE (CV)

TIMOTHY DAVID PAM

Jos, Plateau State, Nigeria

Email: timpamsag@gmail.com

Mobile: [+234 8060826707/80155693025](tel:+234806082670780155693025)

PROFILE

Assistant Chief Registrar and innovative administrator with eleven years (11) years of experience with a passion and dedication to team work, efficient and effective organizational administration & stability. Skilled in Computer application, data gathering & analysis, Joint Admissions and Matriculation Board (JAMB) Central admissions and Processing System (CAPS), streamlining admission processes and fostering tertiary student enrolment and success.

SKILLS

- . Analytical Thinking
 - . Result Driven
 - . Operations Management
 - . Tolerant & Flexible
 - . Team Leadership
 - . Organization & Prioritization
 - . Project Management
 - . Data-driven Decision-making
 - . Strong Communication
-

EXPERIENCE

- . Assistant Superintendent of Narcotics I National Drug Law Enforcement Agency (NDLEA) – Calabar Zonal Command -2002

- . 2i/c Nfum Boarder (Nigeria/Cameroon) Cross River State – 2003
 - . Staff Officer Eket Area Command (NDLEA) Akwa-Ibom State – 2004
 - . Staff Officer Ikole Area Command (NDLEA) Ekiti State – 2007
 - . Manager De’ Pams Motel Plateau State 2007-2009
 - . Manager Water Wayz Resort Plateau State 2011 2013
 - . Head of Personnel Pam-Ruthers Construction Company 2013 – 2015
 - . Assistant Chief Registrar National Film Institute (Nigerian Film Corporation) Jos 12015
-

EDUCATION

- . Shamrock House (Corona Primary School) – 1978 – 1985
 - . Nakam Memorial Secondary School Panyam – 1985-1986
 - . Baptist High School Jos 1986 – 1991
 - . School of Preliminary Studies (SPS) Keffi – 1994
 - . Bachelor OF Science (BSc.) Political Science University of Maiduguri, Borno State – 1995 – 1998
 - . Regional Academy for Drug Control (NDLAE) Katon-Rikkos, Jos 2001
 - . Leadership Training (Mountain School) Shere Hills Course SH 491 - 2001
 - . Jos Business School (JBS) Basic Entrepreneur Course – 2007
 - . Jos Business School (JBS) Diploma in Computer Application – 2007- 2008
 - . Master of Science (MSc.) in Conflict Management & Peace Studies University of Jos 2014 – 2016
-

PROFESSIONAL MEMBERSHIPS

- . Man ‘O’ War Course SH 491 – 2001
 - . Narcotic Agents – 2001
 - . Jos Business School (JBS) 2007
 - . CAPS (Central Admissions and Processing System) Joint Admissions and Matriculation Board (JAMB) - 2015
-

INTERESTS

Travelling, Chess, Swimming, Basketball, reading, Hiking and current affairs.