

UMAR TIJJANI



Staff ID: SP11291

Current Rank: ADMINISTRATIVE OFFICER

Unit/Department:

Email: UMARTIJJANI4@GMAIL.COM

Phone: 08139057373

PERSONAL INFORMATION

Full Name:	UMAR TIJJANI	State of Origin:	BORNO
Gender:	MALE	LGA:	BIU
Marital Status:	SINGLE	Nationality:	NIGERIAN
Date of Birth:	1990-01-01	NIN:	63071177262
Physically Challenged:	No	Phone:	08139057373
		Email:	UMARTIJJANI4@GMAIL.COM

Home Address

STREET 1 NGOMARI AIRPORT OPPOSITE DUNU HOTEL MAIDUGURI, BORNO STATE

SERVICE RECORD

Faculty:	FACULTY OF AGRICULTURE
Department:	AGRICULTURAL EXTENSION SERVICES
Program:	AGRICULTURAL EXTENSION SERVICES
Staff Category:	NON TEACHING STAFF
Employment Status:	PERMANENT
Grade/Level:	CONTISS 8
Step:	STEP 4
Rank on First Appointment:	ADMINISTRATIVE ASSISTANT
Date of First Appointment:	2018-11-13
Date of Assumption:	2020-08-04
Date of Confirmation:	2022-08-04
Date of Current Appointment:	2018-11-13

**Current Qualification
recognized by the
university:**

Degree

Staff Status:

Active

Years of Experience:

N/A

PROMOTIONS

1st Promotion - Date:

2023-10-01

Designation:

ADMINISTRATIVE OFFICER

Grade:

CONTISS 8

Step:

STEP 4

ACADEMIC INFORMATION

Faculty:

FACULTY OF AGRICULTURE

Department:

AGRICULTURAL EXTENSION SERVICES

Program:

AGRICULTURAL EXTENSION SERVICES

Degree Status:

Available

EDUCATIONAL QUALIFICATIONS

#	Institution	Degree	Field of Study	Year
1	N/A	Bachelors	Political Science	2017
2	Gomari 1 Primary School, Maiduguri	Primary	Primary Certificate	2002
3	Government Day Secondary School, Maiduguri	SSCE	SSCE Certificate	2008
4	Ramat Polytechnic Maiduguri	ND	Business Administration and Management	2013
5	Kwari Computer Academic	ND	General Application	2018

WORK EXPERIENCE

#	Position	Organization	Period
1	Class Teacher	Borno State Universal Basic Education (UBE)	2018/2019

HONOURS / DISTINCTIONS

- Second Class Division

PROFESSIONAL MEMBERSHIPS

- SSANU
- ANUPA

EXTRA-CURRICULAR ACTIVITIES

* PERFORMED TYPING AND PREPARATION OF OFFICIAL DOCUMENTS. * OPERATED COMPUTER SYSTEMS AND OFFICE SOFTWARE (MICROSOFT WORD, EXCEL, ETC.). * MAINTAINED AND DOCUMENTED STUDENT FILES AND RECORDS. * PREPARED, RECORDED, AND DISTRIBUTED MEETING MINUTES. * HANDLED DOCUMENT PRINTING, PHOTOCOPYING, LAMINATING, AND FILING. * MANAGED OFFICE CORRESPONDENCE AND ADMINISTRATIVE TASKS. * ASSISTED STAFF AND STUDENTS WITH DEPARTMENTAL DOCUMENTATION. * ENSURED PROPER ORGANIZATION AND CONFIDENTIALITY OF DEPARTMENTAL RECORDS.

NEXT OF KIN

Full Name: HUSSAINI TIJJANI DIBAL
Phone: 09033131997
Address: POLICE HEADQUARTER ADAMAWA STATE.
Relationship: BROTHER

FINANCIAL DETAILS

Bank Name: FIDELITY BANK
Account Number: 5333608867
Pension Name: NUPEMCO
Pension PIN Number: 110034847473
TI Number: TI320051

SUBMITTED DOCUMENTS

1.	Photo	SP11291_doc_photo.jpg
2.	Birth Certificate/Declaration of Age	SP11291_doc_birth_certificate.jpg
3.	Primary School Certificate	SP11291_doc_primary_cert.jpg
4.	SSCE/GCE	SP11291_doc_ssce.jpg
5.	Diploma	SP11291_doc_diploma.jpg
6.	Degree	SP11291_doc_degree.jpg
7.	Indigene	SP11291_doc_indigine.jpg
8.	Workshop Cert	SP11291_doc_workshop.jpg

9.	NYSC/Exception	SP11291_doc_nysc.jpg
10.	Appointment Letter	SP11291_doc_appointment_letter.jpg
11.	Letter of Confirmation	SP11291_doc_confirmation.jpg
12.	Certificate of Professional Body Membership	SP11291_doc_professional_body.jpg
13.	STAFF ID.CARD	SP11291_other_0_1785082541.jpg

This CV was generated on 02 August 2026 at 11:58:32 | Staff ID: SP11291



ORIGINAL



BOSHCH/2011

No 006195

BORNO STATE HIGH COURT OF JUSTICE
STATUTORY DECLARATION OF AGE

I, TIJJANI MUSA
of GARUBLA SABO VILLAGE OF BIU LGA

do solemnly and sincerely declare

1. That my Age is 60 YEARS
2. That I am the FATHER
Of UMAR TIJJANI

3. That to the best of my knowledge and belief the said
UMAR TIJJANI was born at
GARUBLA SABO in BIU Local Government Area of
BORNO State of Nigeria on the
1st Day of JANUARY 1990

4. That at the time his/her birth was not registered.

5. That I make this declaration conscientiously believing same to be truth.

by virtue of the oaths act 1990

Date: 4/09/2013

Signature of Declarant

I certify that the above declaration has been read and interpreted to the declarant
in English language and that he/she appears clearly to have understood
the same and affixed his/her mark to it in my presence

/ Date this 4th day of September

Signature of interpreter

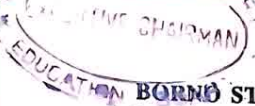
Sworn to in the high court of justice Maiduguri

This 4th day of September 2013



Fee paid (N100.00) for application and Oaths on RCR No 24165

Dated 4/9/13



NY 0367205

BORNO STATE PRIMARY EDUCATION BOARD

CERTIFICATE OF PRIMARY EDUCATION

Name UMARU TIJASO
Date of Birth 1990
Tribe BABUR
Birthplace and Local Government BLU - BORNO STATE
Name of Parent or Guardian and his Occupation M. TIJAI - DRIVER

Details of Schools Attended		Year
Primary 1	UMARU I PRIMARY SCHOOL	1996
Primary 2		Z
Primary 3		
Primary 4		
Primary 5		
Primary 6		2002

This is to certify that the pupil named above has completed the year 2002 in Class 6 with a minimum of 75 per cent attendances.

HEADMASTER'S REPORT

Order of merit, final year 6th place out of 40

*1. English Good Average Weak

*2. Arithmetic Good Average Weak

3. His strong subjects (if any) are: ENGLISH, MATHEMATICS, SOCIAL STUDIES, HERITAGE, HISTORY AND ARABIC

†4. Outdoor activities FOOTBALL

*5. Sense of responsibility Good Average Weak

6. Posts of responsibility held PREFECT

7. Industry GOOD

8. General Conduct VERY GOOD

*Strike out words not applicable

Signature of Pupil [Signature]

†State whether Football, Athletics, Shooting, etc.

Signature of Headmaster [Signature]

School UMARU I PRIMARY SCHOOL

Signature of Proprietor or his Representative [Signature]

Representative A. K. ADAMU

This Certificate is supplied only to schools approved by the Ministry of Education. It should be kept in a safe place for if lost or destroyed no copy will be issued.

GPM 3549/1194/4,400 BKS OF 100-C

FEDERAL REPUBLIC OF NIGERIA

School No.
007004



Registration No.

80342357BI



Certificate SN

500120070

NATIONAL EXAMINATIONS COUNCIL

SENIOR SCHOOL CERTIFICATE

JUNE 2008

This is to certify that **UMAR TIJJANI**

of **GOVT. DAY SECONDARY SCHOOL, MAIDUGURI**

sat the Senior School Certificate Examination in the year **2008**

and scored the grade(s) recorded below in the following **Seven (7)** subject(s).

SUBJECT

Mathematics
Hausa Language
History
Islamic Studies
Economics
Geography
Biology

GRADE

E8
C6
C6
D7
C6
C6
D7

INTERPRETATION

Pass
Credit
Credit
Pass
Credit
Credit
Pass

ANY ALTERATION OR ERASURE RENDERS THIS CERTIFICATE VALUELESS

Chairman - Governing Board

Registrar - National Examinations Council

Grade Interpretation: A1 - Excellent, B2 - Very Good, B3 - Good, C4, C5 & C6 - Credit, D7 & E8 - Pass, F9 - Fail



RAMAT POLYTECHNIC MAIDUGURI

(Office of the Registrar)
(Academic Office)

NO: REF: RP/R/RSC/66
www.ramapoly@org.nig

23624

Date: 13/4/2013

STATEMENT OF RESULT

NAME: UMAR TIJJANI

REGISTRATION NO: 2010/ND/BAM/055

I AM PLEASED TO INFORM YOU THAT YOU HAVE PASSED YOUR:

NATIONAL DIPLOMA IN BUSINESS ADMIN. & MGT.

EXAMINATION AT LOWER CREDIT LEVEL IN NIL

AT THE END OF 2011/2012 ACADEMIC SESSION.

DIPLOMA OR CERTIFICATE WILL BE FORMALLY AWARDED TO YOU AFTER
THE CONVOCATION CEREMONY OF THE POLYTECHNIC.

IN THE MEAN TIME, THIS LETTER IS BEING ISSUED IN LIEU OF YOUR
DIPLOMA / CERTIFICATE FOR PURPOSE OF EMPLOYMENT OR ADMISSION.

Please accept my Congratulations



A.B. MONGUNO

FOR: REGISTRAR

DATE 13-5-13.





ID. No. 12/09/04/092

UNIVERSITY OF MAIDUGURI

This is to certify that

Tijjani 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*

Registrar

Vice-Chancellor



22798

Biu Local Government Borno State

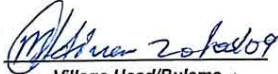


Certificate of Local Government Origin

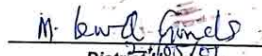
We certify that UMAR TIJJANI
of BARA Village in GARUBULA District

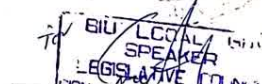
is a bonafide indigene of Biu Local Government.

He/She may therefore be accorded with all opportunities or privileges usually
granted to indigenes of Biu Local Government Area of Borno State.


Village Head/Bulama


Secretary
Biu Local Government Area,
Borno State.


District Head


Executive Chairman
Biu Local Government Area,
Borno State.



This Is To Certify That

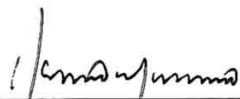
TIJJANI UMAR

Attended a Workshop on

IMPROVING WORK ETHICS AND PRODUCTIVITY

DATE: FEBRUARY 2022





Programme Director



Managing Consultant

08023071391, 08034855539



NATIONAL YOUTH SERVICE CORPS

Certificate of National Service

This is to Certify that

Tijani Umar

NVSC / YB/UMM/2017/064114 has satisfactorily completed one year of national service from **23rd May 2017** to **23rd April 2018**, in accordance with Section 11 of the National Youth Service Corps Act, Cap N84, LFN 2004.

23rd April 2018

Judge (Brig Gen)
**Director-General
National Youth Service Corps**

1400

17

A 003714925



UNIVERSITY OF MAIDUGURI

...Centre of Excellence

P.M.B. 1069, MAIDUGURI, NIGERIA

Tel: 08034653266,

Tijjanibukar7@yahoo.com, Tijjanibukar7@gmail.com

REGISTRAR:

Umar Tijjani

EMAIL:

registrar@unimaid.edu.ng

OFFICE OF THE REGISTRAR

R/SP. 11291/Vol.I

13th November, 2018

Umar Tijjani
c/o Gomari Airport Bus Stop
Maiduguri

Dear Sir/Madam

OFFER OF PERMANENT APPOINTMENT

With reference to your recent application and subsequent interview with the University, I am pleased to offer you an appointment as **Administrative Assistant** in the **Registry Department**. The duties of the post shall be as the Head of your Department may direct.

Your salary will be at the rate of N610,042.00 per annum on **CONTISS 7/2** i.e. N590,191.00 to N868,105.00.

The Terms and Conditions of the offer are as follows:

- a) The appointment shall be for a probationary period of **two (2) years** in the first instance. It may be confirmed to retiring age of 65 years subject to approval of Council upon recommendation by the appropriate Committee. The Appointment may however, be terminated by either party by given one (1) month notice in writing or one (1) month salary in lieu of notice during the period of probation. After the probationary period the notice shall either be three (3) months or three (3) months salary in lieu of notice. However, the notice must be given such that it expires at the end of academic year i.e. 30th September provided that the University shall have the right to terminate the Appointment at any time if it is in its interest to do so.
- b) Pension and gratuity shall be in accordance with the approved Federal Government Pension Scheme.
- c) Medical Care and Hospital accommodation shall be in line with existing Federal Government NHIS guidelines.
- d) You are to accept this offer and assume duty within three (3) months from the date of this Appointment. If you do not do so within the stipulated time, it would be assumed that you are not interested in the offer and it would be deemed to have lapsed.



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UNIVERSITY OF MAIDUGURI

...Centre of Excellence

P.M.B. 1069, MAIDUGURI, NIGERIA

Tel: +234 8066080044

a.lawan49@gmail.com,

EMAIL:

registrar@unimaid.edu.ng

REGISTRAR:

AHMAD A. LAWAN, BA (Ed), MPA, Msc, MNIM, FICA

OFFICE OF THE REGISTRAR

R/SP. 11291/Vol. I

Tuesday, 7th February, 2023

Umar Tijjani
Department of Agric. Extension Service
University of Maiduguri,
Maiduguri.

Dear Sir/Madam,

CONFIRMATION OF APPOINTMENT

I write to inform you that the Vice-Chancellor has, on behalf of the Appointments and Promotions Committee (A&T), approved the confirmation of your appointment to retiring age of **Sixty-five (65) years** with effect from **4th August, 2022**.

All the other conditions of your current appointment with the University continue unchanged.

Please accept my congratulations.

Thank you.

AHMAD A. LAWAN
REGISTRAR



ASSOCIATION OF NIGERIAN UNIVERSITY PROFESSIONAL ADMINISTRATORS (ANUPA),
UNIVERSITY OF MAIDUGURI BRANCH,
SECOND QUARTERLY IN-HOUSE TRAINING WORKSHOP



Certificate of Attendance

This is to certify that

has participated in

A TRAINING WORKSHOP FOR JUNIOR ADMINISTRATORS WITH THE THEME:
GENERAL INTRODUCTION TO UNIVERSITY ADMINISTRATION,

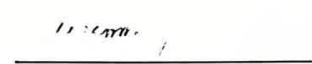
WORK ETHICS

AND AN OVERVIEW TO UNIVERSITY DISCIPLINARY PROCEDURE

THURSDAY 20TH JUNE, 2024


ANUPA Chairman




Secretary



UNIVERSITY OF MAIDUGURI

...Centre of Excellence

P.M.B 1069, Bama Road, Maiduguri, Borno State - Nigeria

Staff No.: SP11291



UMAR TIJJANI

DEPARTMENT REGISTRY

RANK ADMIN OFFICER

BLOOD GROUP O+

NATIONALITY NIGERIAN



UNIVERSITY OF MAIDUGURI UNIVERSITY OF MAIDUGURI UNIVERSITY OF MAIDUGURI UNIVERSITY OF MAIDUGURI UNIVERSITY OF MAIDUGURI

STAFF IDENTITY CARD