|  |
| --- |
|  |
|  |
|  |
| **CURRICULUM VITAE** |
| **SHETTIMA MUSTAPHA** |
| Gomari Airport ward ,  Lawan Jidda Street,  NO.VCM 133,  Jere LGA,  Borno State. |
| +234(0) 8034982474/+234 (0)8029865133 |
| [mshettima95@gmail.com](mailto:mshettima95@gmail.com) |

PERSONAL PROFILE

Shettima Mustapha has experience in data collections which has helped him in giving out his best as an enumerator with the Save the Children (SCI), Action Against Hunger (AAH), World Food Programme (WFP), Education Crisis Response (ECR), My aim is to obtain a position in any recognised and internationally acclaimed organisation that offers professional working humanitarian which will enhance my training and improve my skills while working under little or no supervision to achieve individual and organisational goal.

WORKING EXPERIENCE

|  |
| --- |
|  |
| |  | | --- | | * **Save the Children** * **Enumerator May 2018 to date** | | * **Accountability KAP Survey in both MMC, Jere, Magumeri and Konduga LGA’s**   **Responsibilities**:   * Community mobilization and sensitization * Serve as a Facilitator on Focused Group Discussions (FGDs) in both community and camp * Data Collection * Ensure that beneficiaries are effectively targeted according to established vulnerability criteria * Reports writing * **End line Evaluation For Emergency Nutrition, WaSH, and Protection Response For Conflict-Affected Populations in Northeast Nigeria in MMC, Jere, Magumeri, Konduga & Kaga LGA’s**   **Responsibilities**:   * Key Informant Interviews with Ministry of Health. * Key Informant Interviews with Health management * Serve as a Facilitator on Focused Group Discussions (FGDs) in the communities * FGDs with Child protection Committees * FGDs with Community Nutrition Mobilisers * FGDs with Care givers of Children admitted in OTP Program. * FGDs with women/men lay groups   **List of others activities are:**   * OTP site Observation check list * Water site Observation check list * PDM for cash disbursement in Ngamboru/Ngala * Shelter registration in Ngamboru/Ngala * NFI registration of 2000 beneficiaries Ngamboru/Ngala * Data Collection on North East Conflict Management Stabilizations   **Action Against Hunger(ACF) July 2018 – February 2019**   * **Enumerator**   **Responsibilities**:   * FFP Baseline Survey * FFP End line Survey * Provide daily summary of data collection * Crowd control   **World Food Programme June 2016 – May 2017**  **Volunteer**  **Responsibilities**:   * Cash Based Transfer Filed Monitor * CBT daily field Operation report * Distribution E voucher   **ACADEMIC QUALIFICATION OBTAINED WITH DATES**   * Certificate of Strategic Leadership and Effective Security/Safety Management 2017 * Diploma in Computer General Application 2015 * National Youth Service Corps Certificate (NYSC) 2015 * Higher National Diploma (HND) Banking and Finance 2013 * National Diploma (ND) in Banking and Finance 2008 * National Business and Technical Examination Board (NABTEB) 2009 * First School leaving Certificate 1998   **SKILLS**   * Humanitarian principles * Ability to work under pressure * Team player * Fast learning skills * Excellent interpersonal relationship   **TECHNICAL AND INFORMATION SKILLS**   * Excellent knowledge of operating systems (MS-DOS, WINDOWS) and MS Offices programs such as MS Word, Excel, Accesss and Power Point. * Familiar with data entry tools such as CommCare, ODK and ONA   **INTEREST LANGUAGE SPOKEN**   |  |  | | --- | --- | | Helping the neediest | English | | logic and critical thinking | Kanuri (Mother tough) | | Writing report | Shuwa Arab | | Data analysis | Hausa |   **REFEREES**   |  |  |  | | --- | --- | --- | | **Ballama Mustafa**  Senior Liaison Advisor  Nigeria INGO Forum (NIF)  **Emai:** bmustafa@ingoforum.ng  **Tel**: 09087068913 | **Habu Abubakar**  VIO Officer  VIO Office, Maiduguri  **Email**: hubualhaji@gmail.com  **Tel:** 08034980293 | **Muhammad Umar Muh’d**  MEL Assistant  Mercy Corps Gwoza  **Email**: muumar@mercycorp.org  **Tel:** 07039239224 | | |  | |  | |
|  |