

I am Ashabi



Personal

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Education

KWARA STATE UNIVERSITY

Bachelor of Library and information science class of 2024
Graduated with Second Class Upper
Member of the Executive team
Public Relation Officer



Personal Summary

IA dedicated Library and Information Science graduate with hands-on experience in organizing books, assisting users, and managing records.

Skilled in using library tools like KOHA and passionate about helping people access the right information quickly and easily.



Certifications

Digital Skills: Productivity Tools for Beginners - Google Digital Garage

- Basic Data Management - LinkedIn Learning
- Records and Archives Management (Workshop)
- Lagos state library board



Work Experience

- ◆ Assisted users in locating books, academic resources and references materials in my school
- ◆ Supported academic staff and students with research inquiries
- ◆ Works as a manager at water factory
- ◆ Maintained office file and processed incoming/outgoing documents
- ◆ Also have an experience as a customer service assistant
- ◆ Provided general customer support and front desk duties



Personal Skills

- ◆ Library Tools: KOHA, DSpace, OPAC
- ◆ Digital Tools: Microsoft Word, Excel, PowerPoint, Google Workspace
- ◆ Soft Skills: Communication, Teamwork, Problem-solving, Adaptability
- ◆ Others: Fast learner, Attention to detail, Time management