

CASMIR AYUBA JONATHAN

ADMINISTRATION & OPERATIONS, ICT & DATA, RESEARCH & AI

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PROFESSIONAL PROFILE

Versatile and highly organised Administration, Operations, ICT, Data and Research Professional with extensive practical experience spanning 13 years in computer operations, 4 years in research writing, 3 years in hotel assistant management, and 2 years in data entry, store keeping and information technology. Experienced in administrative coordination, staff supervision, inventory and store management, data entry, Microsoft Excel, computer operations, research writing, data analysis, documentation, customer service and operational reporting. Skilled in AI-assisted data analysis and graphics design, with recent professional training in the ethical and responsible use of AI tools in academic research. Strong communicator with excellent attention to detail, fast and accurate typing ability, problem-solving skills and the capacity to work effectively under pressure.

CORE COMPETENCIES

Office Administration • Operations Coordination • Staff Supervision • Customer Service • Data Entry • Data Processing • Microsoft Excel • Records & Information Management • Computer Operations • ICT Support • Microsoft Office • Internet & Digital Services • Research Writing • Literature Review • Research Documentation • Data Analysis • AI-Assisted Data Analysis • AI-Assisted Graphics Design • Responsible AI in Research • Store Keeping • Inventory Control • Stock Monitoring • Materials Tracking • High-Speed Accurate Typing • Report Preparation • Procurement Support • Documentation

PROFESSIONAL EXPERIENCE

JAKADA HOLIDAY INN HOTEL, KATSINA

Assistant Manager | 3 Years

- ✓ Supported management and coordination of daily hotel operations.
- ✓ Supervised staff activities and assisted in assigning duties and monitoring performance.
- ✓ Supported customer service operations and resolved routine operational issues professionally.
- ✓ Assisted with staff scheduling, coordination and day-to-day administrative activities.
- ✓ Monitored hotel supplies, stock and operational resources.
- ✓ Maintained administrative and operational records and supported procurement and inventory monitoring.
- ✓ Coordinated communication between management, staff, customers and service providers.

SAHEL MEDICAL CARE

Administrative Officer | 3 Years

- Coordinated daily administrative operations and office activities.
- Managed office supplies and monitored inventory and monthly expenditure.
- Maintained accurate physical and electronic documentation and filing systems.
- Tracked staff attendance and supported onboarding and offboarding processes.
- Coordinated meetings, appointments and internal communications.
- Maintained generator, diesel and maintenance records and prepared weekly operational reports.
- Liaised with vendors, contractors and service providers.

ASPIRA NIGERIA LIMITED, KANO

Production Officer | 2 Years

- o Supported daily production and administrative operations.
- o Maintained records of materials and stock usage.
- o Monitored equipment and reported maintenance requirements.
- o Supported operational documentation and ensured compliance with safety procedures.

GIFTED HANDS ICT SOLUTION CENTER, DUTSINMA

Chief Executive Officer / ICT Operations | 2 Years

- ✓ Managed daily ICT centre operations and administrative activities.
- ✓ Supervised staff and coordinated customer service activities.
- ✓ Managed computer equipment, inventory and service records.
- ✓ Coordinated vendors and procurement of ICT materials and provided general ICT support.

BRIGHTER KIDS ACADEMY, KATSINA

Classroom Teacher | 4 Years

- ❖ Maintained student attendance and academic records.
- ❖ Prepared instructional materials and supported classroom activities.
- ❖ Assisted with school administration and event coordination.

A.A. YARO COMPUTER BUSINESS CENTER, KATSINA

Manager / Computer Operator | 4 Years

- ✚ Managed daily computer centre operations and administrative activities.
- ✚ Supervised staff attendance, schedules and customer service.
- ✚ Provided computer operations, typing, documentation and digital services.
- ✚ Prepared operational and financial reports and managed office/computer supplies.

ADDITIONAL PROFESSIONAL EXPERIENCE & TECHNICAL EXPERTISE

Computer Operations: **13 Years:** Computer operations, document preparation, typing, internet services, digital documentation, file management, data processing and Microsoft Office.

Research Writing: **4 Years:** Research writing, literature reviews, academic documentation, research editing, project preparation and research-related data organisation.

Data Entry & Data Processing: **2 Years:** Accurate data entry, information processing, spreadsheet preparation, electronic records and digital documentation.

Store Keeping & Inventory: **2 Years:** Stock monitoring, inventory documentation, materials tracking, supply management and stock records.

Information Technology: **2 Years:** Computer and IT support, digital services, information processing and technology-based administrative assistance.

AI-Assisted Data Analysis: AI-supported data organisation, interpretation, analysis, research support and analytical outputs.

AI-Assisted Graphics Design: AI-assisted graphics, visual content creation, image enhancement and digital creative work.

Speed Typing & Documentation: High-speed, accurate typing, document preparation, transcription, formatting, data entry and digital record management.

RESEARCH & CONFERENCE PRESENTATION

Conference Paper — Author & Presenter | 2025

“Assessing the Role of STEM Curriculum in Promoting Skill Acquisition among Senior Secondary School Students in Bichi Local Government Area of Kano State” A paper Presented at the 12th Conference, 7–11 July 2025, organised by the School of Secondary Education (Sciences), Federal College of Education (Technical), Bichi.

PROFESSIONAL DEVELOPMENT

Certificate of Participation — 2026

Ethical and Responsible Use of AI Tools in Academic Research: A Practical Guide with Chapter2 Research Intelligence™ Hands-on training workshop held on 25 July 2026 at the Dr. Yusuf Bala Usman Auditorium, North-Eastern University, Gombe, in hybrid physical and virtual format. Organised by Platinum Edu-Tech Consult Nigeria Ltd., in collaboration with North-Eastern University, Gombe.

EDUCATION

Abubakar Tafawa Balewa University, Bauchi	2025
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Bachelor of Technology Education (Integrated Science)

Federal College of Education, Katsina	2019
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Nigerian Certificate in Education (Computer and Integrated Science)

Keyway International College, Katsina	2015
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Senior Secondary School Leaving Certificate

Musa Yar’adua Model Primary School, Katsina	2009
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Primary School Leaving Certificate

CERTIFICATIONS & ADDITIONAL TRAINING

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| a) Ethical and Responsible Use of AI Tools in Academic Research – Platinum Edu-Tech. Consult Nigeria Ltd. /North-Eastern University, Gombe, | 2026 |
| b) Computer Engineering – Creative Mogul Foundation, | 2019 |
| c) Computer Application/Appreciation – Humanitarian-Crown Computers, | 2019 |
| d) Google Digital Skills for Africa – Certificate of Participation, | 2019 |
| e) Computer Application/Appreciation – Al-Hikima Soft net, | 2016 |
| f) Skills Acquisition and Entrepreneurship Training | 2013 |
| g) Eva-Green Scholarship, Skills Acquisition & Business Seminars | 2013 |

PROFESSIONAL STRENGTHS

- ✓ Excellent attention to detail and high level of accuracy
- ✓ Strong organisational, multitasking and time-management ability
- ✓ Excellent communication and interpersonal skills
- ✓ Strong computer literacy and digital adaptability
- ✓ Fast learner with strong research and analytical ability
- ✓ Ability to work independently and within a team
- ✓ Ability to work under pressure and meet deadlines
- ✓ Problem-solving, critical-thinking and professional integrity

LANGUAGES

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| a) English Language – Fluent, |
| b) Hausa Language – Mother Tongue, |
| c) Kagoma (Gwong) – Mother Tongue |

REFERENCES

Available upon request.