**Create Staff Directory**

**Instructions: Kindly fill out this document and send it to your representatives from the attached list below:**

Top of Form

Full Name: …………………………………………………………………………..

Personnel ID: …………………………………………………………………………

i.e. REG/ESTAB/SSNT/PF/XXXX

Picture

|  |  |
| --- | --- |
| Paste your official picture here (Not more than 200kb and 600px by 600px.  Allowed types: png gif jpg jpeg.  Your official picture |  |

Official Email address: …………………………………………………………………

Alternate Email Address: ……………………………………………………………….

Title: …………………………………… (i.e. Prof., Dr., Dr.(Mrs), Mr., Mrs., Miss )

Bottom of Form

Surname: ………………………………………………………………………………….

Middle name: ………………………………………………………………………………

First name: …………………………………………………………………………………..

Gender ………………………………… (Male, Female)

Office Desk Location: ………………………………………………………………………..

Mobile:

Mobile 1: ……………………………………………………………………………….

Mobile 2: ……………………………………………………………………………….

Mobile 3: ……………………………………………………………………………….

Current Address: ……………………………………………………………………………….

…………………………………………………………………………………………

…………………………………………………………………………………………..

…………………………………………………………………………………………..

Birthday: …………. (1-30)

Birth month: …………………….. (1-12)

Birth year: …………………….. (1950-2010)

Faculty: ……………………………………………………………………………………

Department: ……………………………………………………………………………….

Directorate/Unit: ………………………………………………………………………….

Brief about me: (not more than 300words)

…………………………………………………………………………………………….

…………………………………………………………………………………………….

…………………………………………………………………………………………….

…………………………………………………………………………………………….

Present Position…………………………………………… (i.e. Chief Programmer)

**Academic Qualifications** *(you can add as many as you want)*

* 1
* 2
* 3

i.e. B.Tech Computer Science and Mathematics 1992

**Professional Qualifications** *(you can add as many as you want)*

* 1
* 2
* 3

I.e. Microsoft Certified Professional (Network Infrastructure) (MCP) 2003

**List of Publications** *(you can add as many as you want)*

* 1
* 2
* 3

## Social Links

LinkedIn URL: ………………………………………………………………………………….

Google Scholar URL: …………………………………………………………………………..

ResearchGate URL: ………………………………………………………………………………

Academia.edu URL: …………………………………………………………………………….

Scopus URL: …………………………………………………………………………………

Orchid URL: ………………………………………………………………............................

Skills *(you can add as many as you want)*

* 1
* 2
* 3

Interest *(you can add as many as you want)*

* 1
* 2
* 3

Languages Spoken *(you can add as many as you want)*

* 1
* 2
* 3