

# CURRICULUM VITAE

## MOHAMMED HUSSAINI

**Address:** Ngomari Airport, Maiduguri, Borno State, Nigeria

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### PERSONAL INFORMATION

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| Date of Birth:         | 25 February, 1991                     |
| Place of Birth:        | Maiduguri                             |
| State of Origin:       | Borno State                           |
| Local Government Area: | Marte                                 |
| Nationality:           | Nigerian                              |
| Sex:                   | Male                                  |
| Marital Status:        | Married                               |
| Tribe:                 | Shuwa Arab                            |
| Languages:             | English, Shuwa Arab, Kanuri and Hausa |

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### PROFESSIONAL PROFILE

A dedicated and highly organized Administrative Officer with practical experience in university administration, office management, records management, and public service. Possesses a Bachelor of Science (B.Sc.) in Public Administration and is currently pursuing a Master of Business Administration (MBA) with specialization in Finance and Investment. Has participated in several professional capacity-building programmes in administration, leadership, research, and office management. Demonstrates excellent communication, organizational, analytical, and interpersonal skills, with the ability to work effectively both independently and as part of a multidisciplinary team.

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### CORE COMPETENCIES

- Office Administration
- Records and Document Management

- Public Administration
- Administrative Support
- Microsoft Word
- Microsoft Excel
- Report Writing
- Communication Skills
- Teamwork and Collaboration
- Problem Solving
- Time Management
- Organizational Skills

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## EDUCATION

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|------------------------------------------------------|-----------------------|
| Ahmadu Bello University (ABU) Zaria                  |                       |
| Master of Business Administration (MBA)              |                       |
| Specialization: Finance and Investment (In View)     | <b>2026 – Present</b> |
| University of Maiduguri                              |                       |
| Bachelor of Science (B.Sc.) in Public Administration | <b>2014 – 2018</b>    |
| Mafoni Day Senior Secondary School, Maiduguri        |                       |
| Senior Secondary School Certificate (NECO)           | <b>2008 – 2013</b>    |
| Kirikasamma Primary School, Maiduguri                |                       |
| First School Leaving Certificate (FSLC)              | <b>1997 – 2002</b>    |

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## PROFESSIONAL CERTIFICATIONS AND TRAINING

- National Productivity Centre, Kaduna  
Five-Day Workshop on Upgrading the Competence and Skills of Secretaries, Executive and Administrative Officers for Peak Performance **July 2026**
- Maryam Abacha American University of Nigeria One-Day Online

International Workshop on Research Methodology, Data Analysis  
and Publication **June 2026**

- Maryam Abacha American University of Nigeria  
One-Day Online International Workshop on Defining Research and  
Innovation Strategy for Excellence **October 2025**
  - Administrative Staff College of Nigeria (ASCON), Topo, Badagry  
Five-Day Workshop on Administrative Principles, Processes and  
Practices **June 2024**
  - Helicopter Consultants  
Induction Training for Non-Teaching Staff **January 2023**
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## **PROFESSIONAL EXPERIENCE**

Federal University of Health Sciences, Azare, Bauchi State

Assistant Administrative Officer (Vc's Office) **2022 – Present**

### **Key Responsibilities**

- Provide administrative and secretarial support to the Vice-Chancellor's Office.
  - Prepare official correspondence, reports, and meeting documents.
  - Maintain confidential records and files.
  - Coordinate meetings, schedules, and official engagements.
  - Ensure effective office administration and document management.
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Federal University of Health Sciences, Azare, Bauchi State

Assistant Administrative Officer (Provost's Office) **2022 – 2023**

### **Key Responsibilities**

- Managed office correspondence and filing systems.
  - Assisted in administrative planning and coordination.
  - Supported daily office operations.
  - Maintained official records and documentation.
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National Youth Service Corps (NYSC)

Administrative Staff

Machina Emirate Council, Yobe State

2019 – 2020

### **Key Responsibilities**

- Performed administrative and clerical duties.
  - Managed office records and documentation.
  - Prepared official correspondence.
  - Assisted in coordinating administrative activities.
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### **TECHNICAL SKILLS**

- Microsoft Word
  - Microsoft Excel
  - Internet and Email Communication
  - Office Documentation
  - Records Management
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### **PERSONAL ATTRIBUTES**

- Excellent communication skills
  - Strong interpersonal relationship
  - High level of integrity and professionalism
  - Good analytical and problem-solving ability
  - Ability to work under pressure
  - Fast learner with excellent organizational skills
  - Ability to work independently and within a team
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### **REFEREES**

**Prof. Isa Marte Hussaini**

Senior Lecturer  
Faculty of Pharmacy  
University of Maiduguri  
Phone: 08067087023

**Dr. Muhammad Abdullahi**

Senior Lecturer  
Department of Public Administration  
Faculty of Management Sciences  
University of Maiduguri  
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**Engr. Abba Lawan Hussaini**

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