

# KINGSLEY SHAIKU MOHAMMED

HR • ADMINISTRATION • OPERATIONS • LOGISTICS

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## PROFESSIONAL SUMMARY

Results-driven HR, Administration and Operations professional with 7+ years of experience supporting people management, office administration, logistics, inventory, fulfillment and business operations. Experienced in employee documentation and records, recruitment and onboarding support, policy implementation, cross-functional coordination, vendor management, procurement, reporting and process improvement. Strong ability to coordinate teams, maintain accurate records, support business objectives and ensure efficient day-to-day operations.

## CORE COMPETENCIES

Human Resource Management • Recruitment & Onboarding • Employee Records & Documentation • Office Administration • Operations Management • Logistics & Fulfillment • Inventory & Stock Control • Vendor & Procurement Coordination • Project Coordination • Reporting & Documentation • Team Supervision • Communication & Leadership

## PROFESSIONAL EXPERIENCE

### Head of Operations / HR | Mimundo Limited (Green Basket)

*Dec. 2022 – Present*

- Direct and coordinate daily operational activities to ensure efficiency, productivity and alignment with organisational goals.
- Manage employee records, contracts, documentation, onboarding support and compliance with company policies and procedures.
- Support recruitment, staff onboarding, probation processes, performance documentation and general employee relations.
- Coordinate administration, logistics, fulfillment and inventory activities to ensure accurate order processing and timely distribution.
- Supervise inventory planning, stock control and reconciliation to maintain appropriate stock levels and reduce shortages or overstocking.
- Work closely with sales and production teams to streamline workflows, resolve operational issues and support business targets.
- Manage relationships with vendors and service providers, including procurement coordination and timely delivery of goods and services.
- Develop and implement operational procedures and process improvements to improve efficiency and service quality.
- Coordinate cross-functional teams and maintain clear communication across departments to ensure smooth execution of operational objectives.
- Prepare operational reports, maintain documentation and support management decision-making with accurate information.

### HR Officer | Apt Group Limited

*Apr. 2020 – Sept. 2022*

- Supported day-to-day HR activities, including employee documentation, personnel records and administrative HR processes.
- Assisted with recruitment activities, candidate coordination, interview scheduling and onboarding of new employees.
- Maintained accurate and confidential employee records and ensured proper filing and documentation.
- Supported staff attendance, leave administration and general employee welfare activities.
- Assisted management with implementation and communication of company policies and HR procedures.
- Prepared HR reports, correspondence and other employment-related documentation as required.
- Supported performance monitoring, staff engagement and resolution of routine employee concerns.
- Coordinated office administrative activities and worked with different departments to support smooth business operations.

### Administrative Officer | Betneely Charity Foundation, Abuja

*Dec. 2019 – Apr. 2020*

- Planned and supported charity projects focused on community development and social impact.
- Coordinated with stakeholders to ensure project activities and objectives were delivered as planned.
- Monitored project budgets, timelines and administrative requirements for effective project delivery.
- Prepared progress reports, project documentation and supporting records for sponsors and donors.
- Supervised day-to-day office administration and ensured smooth coordination of routine activities.
- Maintained records and organised documentation for easy retrieval and accountability.
- Coordinated logistics and administrative arrangements required for project activities.

### Administrative Officer | National Youth Service Corps (NYSC) – National Assembly, Abuja

*Oct. 2018 – Nov. 2019*

- Provided administrative support within the Strategy Budget Planning Department.
- Maintained departmental records, files and official documentation.
- Handled correspondence, scheduled appointments and supported day-to-day office coordination.
- Assisted in drafting, formatting and reviewing official documents and reports.
- Coordinated meetings, prepared required materials and managed related office logistics.
- Supported staff with routine administrative tasks to ensure efficient departmental operations.

### Freelance Transcriber & Data Entry Specialist (Remote) | Fiverr.com

*Mar. 2018 – 2020*

- Transcribed audio and video files accurately while maintaining confidentiality and data quality.
- Performed data entry and document processing tasks with strong attention to detail.
- Reviewed information for accuracy, consistency and completeness before submission.
- Managed multiple client assignments and consistently worked to agreed deadlines.
- Communicated with clients to understand requirements and deliver work according to specifications.

## **EDUCATION**

- Bachelor of Arts (B.A.), History — Benue State University | 2018
- High School Diploma — Razeva College | 2008

## **CERTIFICATIONS & PROFESSIONAL DEVELOPMENT**

- Data Entry Academy Certificate — AccountingHub | 2024
- Chartered Institute of Personnel Management of Nigeria (CIPM) — In View

## **PROFESSIONAL SKILLS**

HR Operations • Administration • Operations Coordination • Project Management • Logistics & Fulfillment • Inventory Coordination • Employee Records Management • Communication • Leadership • Organisation & Attention to Detail

## **REFERENCES**

Available upon request.