

MU'AZU AMINA UNEKWU-OJO

+234 814 258 6511 | aminamuazu42@gmail.com | Mopol Quarters, Mararaba, Nasarawa State.

PROFESSIONAL SUMMARY

Results-oriented Administrative and Operations Professional with a strong foundation in legal research, stakeholder engagement, executive support, and organizational coordination. Experienced in managing administrative systems, preparing high-level reports and correspondence, maintaining confidential records, and supporting business operations. Proficient in Microsoft Office Suite, Google Workspace, and digital communication platforms.

CORE COMPETENCIES

Executive Administration	Event Planning & Coordination
Office Operations Management	Calendar & Schedule Management
Administrative Coordination	Human Resource Support
Stakeholder Engagement	Project Coordination
Client Relations Management	Business Development Support
Business Communication	Digital Marketing Support
Documentation & Records Management	Research & Analysis
Report Writing	Strategic Planning Support
Microsoft Office Suite	Google Workspace
Asana	Data Management

PROFESSIONAL EXPERIENCE

Junior Accounting Officer (NYSC)

May 2025 - May 2026

Federal Ministry of Finance, Abuja

- Drafted reports, memos, correspondence, and operational documents for auditing and internal control processes.
- Coordinated internal communications and administrative support functions.
- Assisted in reconciling bank statements and payment records, identifying and resolving discrepancies to ensure financial accuracy.
- Ensured proper filing, archiving, and retrieval of financial and contractual documents to support audit processes.

Administrative and Operations Officer

Sept 2024 - Feb 2025

Andron Homes and Properties, Mararaba, Nasarawa State

- Coordinated day-to-day administrative and operational activities to ensure efficiency and organizational effectiveness.
- Managed executive calendars, meetings, appointments, and stakeholder engagements.
- Drafted reports, presentations, business correspondence, and meeting minutes for management review.
- Served as liaison between management, clients, external partners, and institutional stakeholders.
- Coordinated logistics for trainings, workshops, conferences, and corporate events.
- Maintained digital and physical filing systems, ensuring accurate documentation and record management.
- Tracked operational priorities and support implementation of strategic initiatives.
- Handled sensitive information with professionalism and strict confidentiality.

Client Relations & Business Support Officer

Mar 2023 - May 2023

Pico Nigeria Limited, Abuja

- Managed client communications and maintained positive stakeholder relationships.
- Coordinated meetings, schedules, and organizational activities.
- Prepared business reports, proposals, and official correspondence.
- Supported marketing and promotional initiatives through digital communication channels.
- Maintained client databases and administrative records.
- Assisted management with project coordination and operational support activities.
- Contributed to customer satisfaction through professional service delivery.

EDUCATION

B.Sc. Banking and Finance, University of Jos

2019

PROFESSIONAL CERTIFICATIONS

Certificate in Administrative Support - Alison Learning Platform (2026)

Certificate in Business Communication Skills - Alison Learning Platform (2026)

Inbound Marketing Certification - HubSpot Academy (2026)

REFERENCES

Available Upon Request