

SHAKA OYAKHIRE ABU, MNIM

Remote Operations Specialist & Human Resources Lead

 Zaria, Kaduna State, Nigeria (WAT / GMT+1)  +234 805 343 0180 | +234 706 958 3331
 shakaabu4live@gmail.com

PROFESSIONAL SUMMARY

Seasoned **Remote Operations Specialist & Human Resources Lead** with over 15 years of experience streamlining administrative workflows, managing personnel operations, and driving organizational governance. Proven track record in virtual team coordination, policy implementation, digital reporting, and cross-functional leadership. Adept at managing distributed operations, employee relations, and administrative logistics with high accountability and data accuracy.

CORE COMPETENCIES

Operations & Admin Workflow Optimization, Policy Execution, Asset & Facilities Oversight	People & Performance Talent Orientation, Performance Appraisals, Manpower Budgeting	Digital & Communication Statutory Data Reporting, Computers & Comm Diploma (Distinction)
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PROFESSIONAL EXPERIENCE

Senior Administrative & Personnel Officer | Savanna Forestry Research Station

Jul 2011 – Dec 2012

- Managed end-to-end personnel operations, manpower budget collation, and statutory data reporting for station assets.
- Directed daily office operations, ensuring high productivity and seamless alignment across multi-departmental teams.
- Designed employee orientation programs, performance management frameworks, and annual workplace appraisals.
- Spearheaded employee grievance resolution, supervisory coaching, and team discipline protocols.

Head of Administration | Moist Forest Research Station, Benin City

Apr 2008 – Jul 2011

- Oversaw all station administrative functions, estate/asset maintenance, security operations, and pension administration.
- Chaired the Senior Staff Association (2009–2011) and Vice-Chaired the Cooperative Investment Society (2008–2011).
- Assisted senior leadership in formulating, executing, and reviewing regional manpower policies.

Head of Administration | Savanna Forestry Research Station, Zaria

Feb 1998 – Apr 2008

- Supervised security personnel, facilities operations, and station-wide administrative workflows.
- Served as Secretary to both the Internal Management Committee (1999–2011) and Revenue Generation Committee (1999–2003).
- Chaired the Security Committee (2005–2008), leading cross-functional risk assessment and protocol execution.

EDUCATION & QUALIFICATIONS

Master of Business Administration (MBA) — Ahmadu Bello University, Zaria

2006 – 2007

Postgraduate Diploma (PGDip) — Ahmadu Bello University, Zaria	2002 – 2004
B.A. Ed. Economics — Ahmadu Bello University, Zaria	1993 – 1998
Diploma in Computers & Communication (Distinction)	2008

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- **Member (MNIM)** – Nigerian Institute of Management
- **Student / State Member** – Chartered Institute of Personnel Management (CIPM)
- **Certificate:** Supervisory Management Course

REFERENCES

Dr. B. Omoayena Forestry Research Institute of Nigeria, Zaria ☎ 08037032973 bomoayena@yahoo.com	Mr. Rasheed Olaifa Savannah Forestry Research Station, Zaria ☎ 08052342241 olaifais@gmail.com	Mr. Julius E. A Forestry Research Institute of Nigeria, Ibadan ☎ 08054504793 abu.julius@yahoo.com
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