BUBA ABUBAKAR

Address: Maiduguri Bama Road Fori, Borno State.
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PERSONAL INFORMATION

Gender	: Male
Marital Status	: Married
Date of Birth	: 13th January 1987
LGA	: Gwoza
State of Origin	: Borno State
Nationality	: Nigerian

OBJECTIVE PROFILE

I am an industrious, motivated, and highly productive individual. I have developed a diverse set of skills which cuts across humanitarian access, safety and security, human resources management, administrative prerequisites and general operational support in both emergency and development context. This suffice to say that I am a strong communicator, collaborator with strong ability of working in a diverse team. To work in a challenging and diversified environment with other staff; Meeting organizational and professional goals while driving optimum satisfaction thereby attaining a high level of professional and personal development, and help the organization achieve her goals, mission, and vision statement.

WORK EXPERIENCE WITH DATE
AFRICAN HUMANATARIAN AID INTERNATIONAL Jan 2025 till Date

Key Responsibilities- Recruitment: Assist in recruiting, interviewing, and onboarding new staff.

- Employee Relations: Support employee engagement, performance management, and conflict resolution.

- Benefits Administration: Manage employee benefits, leave, and payroll-related issues.

- Training and Development: Coordinate training, capacity building, and staff development programs.

- HR Records Management: Maintain accurate and confidential employee records.

- Talent Acquisition: Lead recruitment processes, including job posting, candidate sourcing, interviewing, and selection.

- Employee Relations: Foster positive employee relations, address grievances, and resolve conflicts.

- Performance Management: Support performance planning, appraisal, and development processes.

- Training and Development: Identify training needs, coordinate capacity-building programs, and promote staff development.

- HR Administration: Maintain accurate employee records, manage benefits, and ensure compliance with labor laws,

CAREWAYS INITIATIVE, MAIDUGURI OFFICE Feb 2024 to Dec 2024

Responsibilities: - Manage employee relations, grievances, and conflict resolution.

- Coordinate recruitment (job postings, interviews, onboarding
- Maintain accurate employee records and HR databases.
- Implement and monitor HR policies, ensuring compliance with Nigerian labor laws
- Support payroll, benefits, and performance management processes.
- Organize training, development programs, and wellness initiatives.
- Assist in employee engagement and retention strategies.
- Handle exit processes (offboarding, clearances).

✓ INTERNATIONAL RESCUE COMMITTEE(IRC), GWOZA FIELD OFFICE March 2018 to December 2023

POSITION: **HR/Admin Officer.**

Key achievements and responsibilities: **Human Resources Aspects**

- Support in the Recruiting new staff including maintenance of staff database (timesheet, leave and other benefits)
- Support staff development plans in line organizational goals.

- Document all HR filling system and catalogue HR material including payroll management!
- Maintain and manage IRC offices and guest houses, ensuring a clean, organized, and conducive working environment, and in accordance with relevant SOPs.
- Ensure compliance with lease obligations, terms and conditions terms of IRC offices, guest houses and warehouses.
- Handle lease-related documentation and record-keeping.
- Support the field office in financial management tasks, such as petty cash management and expense tracking.

✓ **Northeast Regional initiative Nigeria, January to March 2018.**

POSITION: Short term Technical Assistant
Key achievements and responsibilities:

- Ensuring office supplies are maintained, including checking inventory and working with vendors to always ensure adequate levels of necessary supplies.
- Schedule in-house and external events, maintain corporate calendar and book meeting rooms.
- Manage company database.
- Drafting and handling of correspondence.
- Client service delivery.
- Resource mobilization and client satisfaction.

EDUCATIONAL QUALIFICATIONS/CERTIFICATES WITH DATE

National youth service corps (NYSC)
2017: NYSC Certificate

University of Maiduguri, Nigeria.
2015: B.Sc. Public Administration

Government Day Secondary School Gwoza
1999: Secondary School Certificate

Ajiyari Primary school
1993 School Leaving Certificate

Other certifications and relevant training attended.

- Certificate in Staff care for Managers by IRC, 2022
- Certificate in personal Safety and Security by IRC
- Certificate in Safeguarding Essentials and Policy by IRC 2022
- Certificate in Preventing Fraud and Corruption at IRC, 2022

- Certificate in Protection from Sexual Exploitation and Abuse (PSEA) by IRC, 2022
- Certificate in Fundamentals of Safeguarding, by IRC 2022
- Certificate in Building Basic by IRC 2018
- Certificate of Stress Management by IRC 2019
- Certificate of First Aid Training by IRC 2020
- Certificate of interview technic by IRC 2020
- Certificate of Inter-personal Skills by IRC 2020
- Certificate of Defense driving course by IRC 2021.

COMPUTER SKILLS

- Microsoft Office Packages (Word, Excel, Power Point, Access, and outlook) and SPSS expert
- Design and Graphics (Coral Draw)
- Browsing (Internet Explorer, Fire Fox, E-mailing, Opera and Google Chrome)
- Maintenance (Updating/Formatting, Installations, Hardware, and Software)
- Templates and data capturing tools designer.

INTEREST

- Humanitarian and Developmental Work
- Research and reading
- Travelling and meeting new people and challenge

REFEREES

Referees and other documents to be provided upon request.