

Zainab Hussein

Abuja, Nigeria

Mobile: 2347064710492 || Email: husseinzainab807@gmail.com

PROFESSIONAL SUMMARY

Dedicated and detail-oriented professional with a strong foundation in chemistry and administrative expertise. Skilled in streamlining operations, optimising workflows, and ensuring seamless organisational efficiency. Proven ability to manage complex tasks, foster collaboration, and support strategic initiatives while maintaining high-quality standards. Passionate about research-driven roles, with a keen interest in analytical problem-solving, data interpretation, and contributing to innovative discoveries. Recognised for excellent communication, adaptability, and a proactive approach to achieving organisational success.

SKILLS

- Effective Leadership and Team Coordination – Experienced in organising, motivating, and mentoring teams to enhance productivity and achieve strategic goals.
 - Advanced Administrative and Research Skills – Proficient in managing office operations while supporting research-driven initiatives through data analysis and documentation.
 - Proficiency in Microsoft Office Suite – Skilled in using MS Word, Excel, PowerPoint, and other tools to streamline administrative tasks and research documentation.
 - Analytical and Problem-Solving Expertise – Adept at evaluating complex data, identifying solutions, and making informed decisions to improve workflow and efficiency.
 - Stakeholder Engagement and Communication – Strong ability to liaise with personnel, researchers, and external partners, ensuring effective collaboration and project success.
 - Policy Compliance and Resource Management – Experienced in maintaining regulatory standards, overseeing logistical needs, and optimising organisational resources.
-

WORK EXPERIENCE

Nigeria Airforce, Kaduna

Administrative Officer

December 2024 Till date

- Managing Office Operations – Overseeing daily administrative activities, ensuring efficiency and seamless coordination across departments.
- Document Preparation and Record Keeping – Handling official correspondence, maintaining accurate records, and preparing reports to support decision-making.
- Logistics and Resource Management – Coordinating procurement, inventory management, and distribution of office supplies and essential resources.
- Stakeholder Engagement and Support – Liaising with personnel, government agencies, and external partners to facilitate smooth interactions and resolve administrative matters promptly.
- Policy Implementation and Compliance – Ensuring adherence to organisational policies, procedures, and regulatory requirements, contributing to a structured and disciplined administrative environment.

National Research Institute for Chemical Technology, Zaria
Research Intern

May 2021 – November 2021

- Conducted Laboratory Research – Assisted in chemical experiments, sample analysis, and data collection to support ongoing research projects.
- Data Analysis and Interpretation – Compiled and analysed experimental results, ensuring accuracy and relevance in research findings.
- Report Writing and Documentation – Prepared technical reports, maintained research logs, and documented findings for future reference and presentations.
- Equipment Handling and Maintenance – Operated and maintained laboratory equipment, ensuring compliance with safety standards and best practices.
- Collaborative Research Support – Worked closely with senior researchers and team members, contributing ideas and assisting in project development.

EDUCATION

Ahmadu Bello University – Zaria (Nigeria) – BSc. Chemistry
September 2024

INTERESTS & HOBBIES

- **Interests** – dancing and playing board games

References are Available on Request