

# SHEHU AMINU

## PRINCIPAL ADMINISTRATIVE OFFICER

Phone  
+234 8036843503

Nationality  
Nigerian (Nigeria)

Language  
English

Email  
[alsheikamin@gmail.com](mailto:alsheikamin@gmail.com)

Total Work Experience  
25 years

Address  
Other, Nigeria



### KEY SKILLS

- Phone
- Business Administration
- PERSONAL
- Competitive
- organizational

### PROFESSIONAL EXPERIENCE

**Federal Ministry of Industry, Trade and Investment**  
Principal Administrative Officer

Administrative Officer (Federal Civil Service)  
An Administrative Officer in the Federal Civil Service is responsible for providing efficient administrative support to ensure smooth government operations. Key duties include managing office administration, records and correspondence, coordinating logistics and asset management, and supporting policy implementation. The officer supervises junior staff, ensures compliance with civil service rules and procedures, and assists in human resource functions such as postings, promotions, discipline, and staff welfare. I also support management through reporting, coordination of meetings, and effective service delivery in line with government regulations.

i am also schedule officer on the Investment Promotion and Protection Agreement (IPPA) between Nigeria and other friendly nations.

Nov 2000 - Present  
Nigeria, Abuja, Nigeria

**Federal Ministry of Industry, Trade and Investment**  
Principal Administrative Officer

I manage administrative responsibilities with professionalism, clarity, and attention to detail, fostering teamwork and empowering others to achieve efficient and excellent results through shared purpose and respect.

Nov 2000 - Nov 2000  
Abuja, Nigeria, Nigeria

### EDUCATION

**MBA/PG Diploma in Business Mgmt - International Business**  
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**Bachelor of Business Administration - Management**  
University Of Abuja

2009  
Nigeria

### ABOUT

Resume Summary

Aminu Shehu is a confident, self-motivated, and results-oriented professional with strong administrative, communication, and analytical skills. He holds a B.Sc. in Business Administration and a Master of Business Administration (MBA), with solid academic and professional training complemented by NYSC experience. He possesses proven abilities in organization, teamwork, time management, and problem-solving, with proficiency in Microsoft Office applications. His career objective reflects a commitment to continuous learning, integrity, and contributing effectively to organizational growth and service delivery.

