

MICHAEL DALI BUBA

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Hiring Manager

Dear Hiring Manager,

I am writing to express my interest in a position within your organization. With a Bachelor of Science (B.Sc.) in Microbiology and practical experience in administration, executive support, public health, research, customer service, and data management, I am confident in my ability to contribute effectively to your programs and organizational objectives.

Throughout my career, I have worked in government institutions, healthcare facilities, and private organizations, where I developed strong administrative, organizational, and analytical skills. My current role as a Scientific Officer with the Adamawa State Ministry of Health, together with my experience as an Executive Assistant and Administrative Officer, has strengthened my ability to coordinate daily operations, maintain accurate records, prepare reports, manage schedules, support project implementation, and communicate effectively with diverse stakeholders.

I am proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook), data entry and database management, SPSS, KoboCollect, ODK, and other digital data collection tools. I am also experienced in research support, documentation, customer service, and working effectively in multidisciplinary teams while maintaining professionalism and confidentiality.

I am particularly drawn to organizations that are committed to improving public health, humanitarian response, community development, and sustainable development. I believe my adaptability, strong work ethic, attention to detail, and commitment to excellence would enable me to make meaningful contributions to your team.

I thrive in fast-paced environments, work effectively under minimal supervision, and enjoy collaborating with colleagues from diverse backgrounds. My ability to organize multiple priorities while maintaining high standards of accuracy has consistently enabled me to support organizational goals successfully.

I would welcome the opportunity to discuss how my qualifications, experience, and dedication align with the needs of your organization. Thank you for considering my application. I look forward to the opportunity to contribute to your mission and make a positive impact.

Yours faithfully,

MICHAEL DALI BUBA

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Data Entry Clerk | Executive Assistant | Research Assistant | Community Mobilizer | Public Health Advocate

Hayan Gada, Yola, Adamawa State, Nigeria

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Professional Summary

Microbiology graduate with experience in administration, public health, data entry, executive support, customer service and office management across private, government and NGO-related environments. Proficient in Microsoft Office, data management, research support and administrative coordination. Strong organizational, communication and analytical skills with the ability to work independently and in multidisciplinary teams.

Core Competencies

- Executive & Administrative Support
- Data Entry & Records Management
- Microsoft Word, Excel, PowerPoint & Outlook
- SPSS, KoboCollect, ODK, SurveyCTO
- Research & Data Collection
- Customer Service
- Communication & Teamwork
- Office Administration
- Public Health
- Time Management

Professional Experience

Scientific Officer | Adamawa State Ministry of Health

Jan 2026 – Present

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

Executive Assistant / Admin Officer (Remote) | Qclean Nigeria Ltd

Apr 2025 – Present

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

Admin Officer | Staredge Public Health Concepts Nigeria Ltd

Sep 2024 – Mar 2025

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

Intern | Ben Medical Laboratory Ltd

Jan 2020 – Jan 2022

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

Chief Receptionist | Salvation Chapel Guest House, UMTH

2022-2023

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

Network Administrator | Chinene Tech Service Solutions Ltd

2019-2021

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

IT Assistant / Secretary | Super Engineering Company Ltd

2016

- Provided administrative and operational support.
- Maintained records and documentation.
- Coordinated communication and scheduling.
- Delivered quality customer service.
- Supported office and project activities.

Education

B.Sc. (Hons) Microbiology – University of Maiduguri (2017–2023)

Diploma in Computer Application – Yaysib Computer Institute (2016–2017)

Diploma in Desktop Publishing – Chinese Tech Service Solutions (2018)

SSCE – Future Hope Private School

FSLC – Pallam Central Primary School

Certifications

- NYSC Certificate
- GHSE Levels 1 & 2, HSE Level 3
- Project Management Professional (PMP)
- Human Resource Management (HRM) and Customer Service & Relationship Management (CSRM)

Languages

English, Hausa, Marghi

References available upon request