

SANI, KHALID UMAR

Administration, HR & Digital Transformation Professional

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PROFESSIONAL SUMMARY

Administration and digital transformation professional with six years of progressive experience in Nigerian federal government institutions, combining senior public sector leadership with hands-on technical delivery. Personally designed, built, and deployed four live operational platforms now serving government staff, students, and institutional stakeholders across seven state offices. Proven track record of measurable operational impact, including a 75% reduction in administrative workload and 100% paperless operations at a zonal office. Holds 45 verified professional certifications spanning HR management, process improvement, cybersecurity, and international development frameworks. Open to senior roles in international organisations, multilateral institutions, and global public sector environments.

KEY ACHIEVEMENTS

- **75% reduction** in manual administrative workload through end-to-end digital workflow deployment.
- **100% paperless** institutional operations achieved at NBAIS Kano Zonal Office.
- **94% staff participation** (566 of 600+) in the 2025 Kano Zonal Headcount exercise, the most accurate workforce data the zone had ever recorded.
- **Zero data loss** across a national portal deployed simultaneously in 7+ state offices.
- Four live institutional digital systems designed, built, and deployed from scratch, three with full technical walkthroughs **independently verifiable** at bey-portfolio.vercel.app.
- Over 20 hours per week recovered from manual processes through workflow automation, redirected to strategic and analytical functions.

PROFESSIONAL EXPERIENCE

Deputy Head, Administration and HR Unit

National Board for Arabic and Islamic Studies (NBAIS), Kano Zonal Office

Kano, Nigeria | January 2023 – Present (Acting Head of Unit: June 2025 – November 2025)

- Provide strategic administrative leadership and daily operational support to the Zonal Coordinator and all departmental units for a workforce of 500+ staff, including budget management and resource allocation oversight across the zonal office.
- Led design and deployment of a web-based Staff Headcount Verification System, enabling staff to submit employment and next-of-kin data electronically with printable verification slips.
- Directed simultaneous national deployment of the official 2026 NBAIS Staff Headcount Portal across multiple state offices, capturing 37 data fields per staff member with full audit trails, examination supervision posting, and CSV export for government reporting.
- Led the digitisation of key HR and administrative processes, eliminating paper-based attendance, approvals, memos, and compliance workflows entirely.
- Trained approximately 100 staff across the Administration and ICT units on digital literacy and use of newly deployed digital systems, while serving as Acting Head of Unit.
- Designed and deployed an automated staff birthday and recognition system as part of ongoing HR engagement duties, running unattended across the zonal office (see Institutional Digital Systems Delivered).
- Digitised the leave application process, replacing manual paper requests with an online form and a three-stage approval workflow with automatic notifications and instant generation of official leave letters (see Institutional Digital Systems Delivered).
- Developed and maintained Standard Operating Procedures (SOPs) for all critical administrative workflows, improving institutional consistency and operational accountability.
- Established zone-wide communication structures and stakeholder engagement channels, defining clear reporting lines and leave request workflows that replaced ad hoc, undocumented processes.
- Administered employee data management, payroll coordination, and attendance tracking using automated digital systems; managed official correspondence, staff records, and HR documentation ensuring accuracy, confidentiality, and compliance.

- Prepared management dashboards and analytical reports for senior leadership strategic decision-making.

Programme Analyst II (Mid-level Programme Officer)

National Board for Arabic and Islamic Studies (NBAIS), Bauchi Zonal Office

Bauchi, Nigeria | November 2019 – December 2022

- Designed and maintained a comprehensive project database management system, significantly reducing manual programme tracking efforts and improving data accuracy across institutional initiatives.
- Developed data analysis and reporting tools supporting institutional programme monitoring, evaluation, and impact assessment across multiple concurrent programmes.
- Provided IT and software support services to improve programme implementation and operational efficiency, reducing technical downtime for field programme teams.
- Conducted systematic monitoring visits and produced structured evaluation reports submitted to zonal leadership for strategic review and planning.
- Coordinated stakeholder engagement with programme partners and local stakeholders to track deliverables and ensure compliance with institutional reporting timelines.

Quality Assurance and Evaluation Tester

Tech Valley Investment

Abuja, Nigeria | July 2019 – November 2019

- Conducted software quality reviews, usability testing, and regression testing, identifying application defects and recommending improvements to system performance and user experience prior to production deployment.

INSTITUTIONAL DIGITAL SYSTEMS DELIVERED

Full technical walkthroughs, including code snippets, screenshots, and architecture notes, are available at bey-portfolio.vercel.app.

NBAIS Staff Headcount Portal 2026

- National-scale staff verification platform engineered for reliability under simultaneous submissions from multiple offices, with built-in safeguards against duplicate records and data loss. Includes examination supervision posting, an administrative dashboard with search and bulk reporting tools, full audit logging, and CSV export for government reporting. Zero data loss recorded. Full technical architecture documented at bey-portfolio.vercel.app. Stack: Google Apps Script, Google Sheets.

Nizam Academic Portal, School Management System

- Full-stack Progressive Web Application serving Directors, Teachers, and Students in active production use, built with enterprise-grade authentication security and reliable session management. Features include location-verified attendance, an automated daily absence digest emailed to parents and guardians, digital ID card generation, and AI-assisted analytics with controlled usage limits. 100% paperless operations. Full technical architecture documented at bey-portfolio.vercel.app. Stack: Google Apps Script, Firebase Firestore, Chart.js, Gemini API.

Staff Engagement Automation

- Automated staff recognition system with custom HTML email communications, refined through iterative testing for reliable formatting and delivery across devices and mail clients. 100% zero-touch automation across the Kano Zone. Stack: Google Apps Script, Time-Driven Triggers.

Online Leave Application & Approval System

- Digitised leave management for the zonal office, replacing a fully manual paper process. Staff apply through an online form; requests route automatically through a three-stage approval chain, Head of Unit, Administration, and Zonal Coordinator, with an email notification triggered at each handoff. On final decision, an official leave approval letter is generated automatically from a template and sent directly to the staff member, with approved leave synced to a shared calendar. Stack: Google Apps Script, Google Forms, Google Docs API, Google Calendar API.

CORE COMPETENCIES

Public Administration and Institutional Management • Human Resource Management (HRCI/SHRM Certified) • Digital Transformation and Systems Deployment • Process Improvement (Six Sigma Green Belt, IIBA) • SOP Development and Workflow Documentation • Strategic Planning and Stakeholder Engagement • Budget Management and Resource Allocation • Data Analytics and Management Reporting • Programme Monitoring, Evaluation and Impact Assessment • Change Management and Organisational Development • Capacity Building and Staff Training Delivery • ESG Integration and Compliance Management

TECHNICAL SKILLS

- Systems Development: Google Apps Script, Firebase Firestore, Python, JavaScript, HTML/CSS, REST API Integration

- Security: Secure authentication design, concurrency-safe data integrity, Role-Based Access Control (RBAC), audit logging, location-verified attendance
- Software and Platforms: Google Workspace (Admin), Microsoft Office Suite (Advanced), ServiceNow, Jira, Confluence
- Data and Reporting: Advanced Excel, VBA Automation, Google Sheets, Data Visualisation, MIS Dashboard Development
- Project Management: Agile/Scrum, Six Sigma, SOP Development, Change Management, Programme Monitoring and Evaluation

PROFESSIONAL CERTIFICATIONS (45 VERIFIED)

Full list verifiable at [linkedin.com/in/sanikhalidumar](https://www.linkedin.com/in/sanikhalidumar). Selected credentials directly relevant to this role are listed below; complete list available on request.

Quantum Computing Introduction

IBM Digital Nation Africa, Kenyatta University

Artificial Intelligence Introduction

IBM Digital Nation Africa, Kenyatta University

How to Engage Meaningfully in Allyship and Anti-Racism

LinkedIn

Leading in Crisis

LinkedIn

Master In-Demand Professional Soft Skills

LinkedIn

Leading with Emotional Intelligence

LinkedIn

Affiliate Marketing

LinkedIn

Fundamentals of Digital Marketing

Google Digital Skills for Africa

Google Analytics Certification

Skillshop

Search Ads 360 Certification Exam

Google Digital Academy (Skillshop)

Getting Started with ChatGPT-4

Great Learning Support

Generative AI

LinkedIn

Sustainable Environmental Studies

SPESSECE-ABU

Elements of Environmental and Social Management Systems (ESMS)

The World Bank

Child Rights and Why They Matter

UNICEF

Designing and Implementing Monitoring & Evaluation Systems

Aga Khan Foundation

Advance Certificate Course in Procurement Management

SPESSECE-ABU

Agile Project Management Professional Certificate

Atlassian

Program Management for IT Professionals

CompTIA

Administrative Human Resource

HRCI

Six Sigma Green Belt (CSSGB)

IIBA

Advanced Certificate in Procurement Management

UNILAG-SPESSCE

Advanced Procurement Management

University of Benin

Data Science and Analytics

IBM Digital Nation Africa, Kenyatta University

Cybersecurity Introduction

IBM Digital Nation Africa, Kenyatta University

Critical Thinking for Better Judgment and Decision-Making

LinkedIn

Bystander Training: From Bystander to Upstander

LinkedIn

Networking Academy Learn-A-Thon 2021

Cisco

Affiliate Marketing Foundations

LinkedIn

Advancing Technology Based Learning in Nigeria

Nigeria Computer Society

Excel Fundamentals - Formulas for Finance

Corporate Finance Institute (CFI)

Google Analytics Individual Qualification

Google

Creative Certification Exam

Google Career Certificates

Intensive Training in Product Management

UK-Nigeria Tech Hub

Procurement Management

SPESSECE-ABU

Environmental and Social Framework Fundamentals

The World Bank Group

Child Protection Systems Strengthening

UNICEF

Sustainable Social Development Studies

SPESSECE-ABU

Education in Emergencies: Global Course

UNICEF

IT Leadership Professional Certificate

ServiceNow

Human Resource: Managing Employee Problems

NASBA

Data-Driven HR: AI-Powered People Analytics

SHRM

Lean Six Sigma Foundation

Project Management Institute

Certified Ethical Hacker (CEH)

LinkedIn Learning Community

Basic Course in Procurement Management (Workshop)

UNILAG-SPESSCE

EDUCATION

Bachelor of Science, Computer Science (2014 – 2017)

Institut Supérieur de Communication, d'Organisation et de Management (ISCOM University), Benin Republic

Professional Diploma in Education (2024)

Nana Aisha Memorial College of Education, Ilorin, Nigeria

Certificate of National Service, NYSC (2018 – 2019)

National Youth Service Corps, Nigeria

ADDITIONAL INFORMATION

Nationality: Nigerian | Languages: English (Professional), Hausa (Native) | Availability: Open to full-time, contract, and consultancy engagements | Relocation: Open to global relocation

References available upon request.