



FESTUS NWOKOLO

📍 ABUJA, 23401, NIGERIA | +234-703-092-2150

Diplomatic Administrative Assistant with Five Years Experience.

👤 Profile

Versatile Administrative Assistant adept at coordinating meetings and conference calls, planning itineraries and attending Bid openings. Focused on ensuring efficient office operations through exceptional organizational skills.

◦ Details ◦

Plot 511 Wuye District,
Abuja, 23401, Nigeria.
+234-703-092-2150,

festusbvmangelo1@gmail.com

Date/Place of Birth
10/10/1986
Benin City

Nationality
Nigeria

Driving License
Ongoing

◦ IT Skills ◦

Microsoft word, Microsoft
Excel, Ms. Publisher,
Corel Draw, Ms. Outlook,
Powerpoint Paint brush,
Photo studio, Type, Print,
Scan & Edit, Bind,
Laminate, Photocopy, Fax,
Email, Internet, Disc burn/
Installations, Paper-cut,
Google Drive, Google
Docs

Other skills: Effective team
management, Excellent
Communication,
Motivation and Passion for
work, Honest, Loyal and
Humble, Dependable,
Reliable and Responsible.

◦ Languages ◦

Ibo – Nigerian language

English

French

◦ Hobbies ◦

Travelling, Studying,
Skiing, exploring

◦ References ◦

Available on request

🎓 Education

○ University of Benin, Benin City, Nigeria. Oct. 2010 – Sept. 2014
Bachelor of Science (Health Education)
Second Class Honours-Upper Division
National Youth Service Corps Completed.

○ O'Bengrace International College of Computer Studies
Diploma (Desktop Publishing) Aug. 2007 – Feb. 2008

👤 Professional Experience

○ [Djanti Nigeria Limited](#) Mar. 2017–Current
Business Manager

- Won a contract worth of 146 Million (Federal University of Petroleum Resources, Effurun, Delta State, 2018)
- Won a contract worth of 249 Million (Niger Delta Development Commission, Portharcourt, 2017)
- Won a contract worth of 170 Million (Federal Capital Territory Administration, Abuja, 2018)

○ [Anginwoks Computers](#) Jan. 2014 – Jan. 2017
Manager

- Head the team for excellent work service and customer's satisfaction.
- The Creation of different working departments in the company
- The introduction of Staff Tutors to strengthen the workforce of Staff
- Increase in the number of working Staff.

👤 Courses/workshops/Bid Openings Attended

- Bid opening (Federal Capital Territory Administration {FCTA}, Abuja) 2019
- Bid opening (National Iron Ore Mining Company {NIOMCO}, Itakpe) 2018
- Bid opening (Federal Ministry of Power, Works and Housing, Abuja) 2018
- Bid opening (Federal Polytechnic, Oko, Anambra) 2018
- Bid opening (Federal Roads Maintenance Agency {FERMA}, Abuja) 2018
- Bid opening (Federal Capital Territory Administration {FCTA}, Abuja) 2018
- National Real Estate Data Collation/Management Programme, Calabar. 2018
- Bid opening (Federal University of Technology, Akure {FUTA} Ondo) 2018
- Bid opening (Federal Roads Maintenance Agency {FERMA} Abuja) 2017
- Bid opening (Federal University of Petroleum Resources, Effurun {FUPRE} Delta) 2017
- Bid opening (Niger Delta Development Commission {NDDC} Portharcourt) 2017
- Open Access Week Symposium-Federation of African Medical Student Association. 2014
- Annual National Conference on Substance Use and Abuse in Contemporary African Society 2014
- MTN Nigeria Foundation awareness workshop program on e-library databases. 2012

🏆 Sport Merit Awards

- Award of Sporting Excellence 2014
- Gold Medal (15th University of Benin Inter-faculty Hockey Games) 2012
- Bronze Medal (Hotlink Nuga Hockey Championship) 2011