**OKECHUKWU, FRANCA NKEIRU**

***Block 8 Flat 21, Mano Street; Wuse Zone 3, Abuja***

**08174402388, 08150219767**

[***franniechuks@yahoo.com***](mailto:franniechuks@yahoo.com)

**PROFILE**

Analytical, diligent and result-oriented with an experience in administrative support/ assistance, office operations, instruction, facilitation and education, an earnest drive for research and analysis, a keen appreciation of computer applications and an enthusiasm for work: these contribute to a firm basis on which I intend to successfully develop, and nurture, a vibrant career as well as add value to any organization I find myself in.

**BIODATA**

**Date of Birth:** 17th April; 1990

**Sex/ Gender:** Female

**Marital Status:** Single

**State of Origin:** Imo

**L. G. A. :** Ehime-Mbano

**EXPERIENCE**

**Byteworks Technology Solutions Limited, Abuja**

Administrative/Project Support Officer 2015 – 2016

**Schedule of Duty**

* Data entry and documentation of specific activities
* Stock keeping and inventory management
* Office maintenance and management
* Staff coordination and productivity
* Scheduling and managing appointment, travel itinerary and logistics
* Maintained a manual filing system for the effective management of official records for information control and ease of access;
* Managing and logging correspondence and mails [*Issue, file and distribute, where applicable, correspondence and mails*]
* Maintained an appropriate storage and comprehensive record set
* Project logistics management
* Coordinate office facility management [utilities and office equipment]
* Planned and executed specific tasks for the overall success of the assigned project
* Maintain an updated database of information particular t office management and administration
* Operate and care for [service and maintenance] office supplies and equipment
* Procurement and management of office supplies
* Logistics management
* Participated in knowledge development activities within and outside Byteworks
* Achieve specific financial objectives by communicating with administrative personnel and making adjustments to workflow as and when necessary
* Contributes to the team efforts by accomplishing related results as needed
* Plan and schedule internal and external events.
* Execute various administrative tasks for the company
* Other tasks as assigned by Management

*Planning, Research and Statistics, PR&S, Directorate*

**National Agency for Food and Drug Administration and Control, NAFDAC, Abuja**

Administrative Assistant 2015 – 2016

**Schedule of Duty**

* Ensure effective coordination and correspondence between the office of the AD(M&E) and other offices within and outside PR&S in the Agency
* Coordinated of activities pertaining to affairs of Internship Engagement
* Transcribing reports and minutes of meetings as well as other documents
* Data Entry and Proper documentation
* Proper development/ management of office files and records for ease of access: Maintained a manual/ electronic filing and record system
* Responsible for preparing, receiving and logging dispatch
* Appropriate storage and record keeping
* Responsible for scheduling appointments and meetings
* Operate and care for office supplies and equipment
* Participated in Capacity-Building training sessions cutting across the various activities of the Agency
* Other tasks as assigned by the Superior Officer

**Family Support Program Secondary School, Katsina**

Subject Teacher (Chemistry) 2014 – 2015

**Government Girls’ College, Katsina**

Subject Teacher (Mathematics) 2014 – 2015

**Schedule of Duty**

* Preparation of lesson plan and lesson notes on a weekly basis
* Engage students in the learning process based on the weekly specified theme
* Assessment of students’ understanding by means of class quizzes, continuous assessments and examination
* Evaluation of students’ performance levels and development of teaching methods to improve the level of performance
* Keep detailed, concise and updated records of weekly activities and assessments
* Compilation of results of the students’ assessment and performance levels

**Comprehensive Business Centre, Wuse, Abuja**

Computer/ Digital Copier Operator 2013 – 2014

**Schedule of Duty**

* Employed the use of MS Office applications in meeting customers’ demands
* Production of copies using the Digital Copier
* Established and maintained a clientele base
* Kept concise and detailed records of daily activities

*Department of Medicinal Plant Research/ Traditional Medicine, MPR/TM*

**National Institute for Pharmaceutical Research and Development, NIPRD, Abuja**

Laboratory Assistant (Industrial Training) 2011 – 2012

**Schedule of Duty**

* Preparation and proper storage of plant samples
* Care for laboratory equipments and apparatus
* Induced changes in the composition of samples by means of heat, light, energy and/or chemical activity as preparatory procedures prior to analysis
* Conducted both qualitative and quantitative analyses
* Employed the use of analytical techniques such as Thin-Layer, Paper and Column chromatography in laboratory analysis
* Extracted essential oils from various parts of plants using the Clevenger apparatus (Hydrodistillation technique)
* Employed the use of various separation and extraction techniques such as marination and filtration, decantation, rotary evaporation, distillation etc in obtaining crude extracts from plant samples in various solvents for analysis
* Carried out phytochemical analysis [of secondary metabolites] in samples
* Compiled, analyzed and drafted reports on the results of analyses carried out in the laboratory
* Kept detailed and concise records of activities carried out in the laboratories

**QUALIFICATIONS**

**National Youth Service Corps** **Certificate of National Service**

Katsina (2014 – 2015)

**University of Abuja, Abuja** **BSc Industrial Chemistry**

(2008 – 2013) *Second Class (Honours)Upper Division*

**Federal Government Girls’ College** **Senior Secondary Certificate**

Bwari, Abuja (1999 – 2005) **Examination (SSCE/WAEC)**

*Distinctions and Credits/ Sciences*

**SKILLS SET**

* Documentation, presentation, and report writing skills
* Data Entry/ Analysis Skills
* Highly analytical with excellent numeracy skills
* Good team dynamics with active verbal and written communication and interpersonal skills
* Shrewd, astute with a sense of discretion and tactful
* Strong work ethic; self-motivated and can bear responsibilities and carry out assigned duties with minimal supervision
* Possess a fast-paced learning and excellence streak; a knack for learning on the job
* Proficient in the use of MS Office applications and Internet Research
* Proficient in English Language in both spoken and written form
* Good time management: effective organizational and administrative skills

**CONFERENCES/ SHORT COURSES/ TRAININGS ATTENDED**

**Chemical Society of Nigeria, CSN** Annual Conference, Workshop

(2012) and Exhibition, Abuja

**Cousera Online Courses** Introduction to Environmental

(2015) Law and Policy

**FutureLearn Online Courses** Numeracy Skills for Employability

(2015) & the Workplace

**POSITIONS HELD**

**STUDENTS’ CHEMICAL SOCIETY OF NIGERIA, SCSN, Uniabuja Chapter**

Member (2008 – 2013)

Chief Whip (2012 – 2013)

**NAFDAC-NYSC Club**

Treasurer, Chairperson [Sensitization Committee], Chairperson [Project Committee]

(2014 – 2015)

**INTERESTS**

Analytical Challenges

Reading

Engaging in relevant discussion

Research & Analysis

Surfing the Internet

**REFEREES**

To be provided upon request