FRIDAY VICTOR ELOHO

Office Administration | Procurement | Operations

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PROFESSIONAL SUMMARY

Highly organized Administrative & Procurement Officer with over five years of experience managing office administration, procurement, records management, contract documentation, vendor coordination, and project support within the construction industry. Experienced in overseeing day-to-day administrative operations, coordinating meetings and travel, preparing reports and official correspondence, maintaining confidential records, and ensuring compliance with organizational policies. Successfully coordinated over eight winning contract bids valued at more than ₦1 billion. Proficient in Microsoft Office Suite, Google Workspace, and document management systems, with excellent organizational, communication, and problem-solving skills.

CORE COMPETENCIES

- Procurement
- Office Administration
- Administrative Operations
- Contract Administration
- Supplier Sourcing
- Travel Arrangement
- Office Supply Management
- Data Entry
- Problem Solving
- Project Coordination
- Document Control
- Stakeholder Management
- Records Management
- Excellent communication skill
- Time management and prioritization
- Detail-oriented and organized
- Report Writing
- Correspondence

PROFESSIONAL EXPERIENCE

Administrative & Procurement Officer | JOACME & Associates Ltd | Abuja

September 2021 – Present

- Manage day-to-day office administration and operational activities.
- Maintain confidential company records, procurement documents, and contract files.
- Coordinate meetings, appointments, and official correspondence for management.
- Monitor office supplies and coordinate timely procurement of administrative materials.
- Liaise with suppliers, contractors, clients, and government agencies.
- Coordinate supplier sourcing, RFQs, vendor evaluations, negotiations, and purchasing activities.
- Successfully coordinated more than eight (8) contract bids worth over ₦1 billion.
- Maintained 100% on-time submission of tender documents.

Administrative Assistant | Quayshores Integrated Services Ltd
2023 – 2025

- Supported contract bidding and tender documentation.
- Provided administrative and operational support to management.
- Maintained project records and coordinated documentation.

Administrative Assistant | Kamzino Dynamic Concepts Ltd
2022 – 2023

- Managed executive calendars, scheduled meetings, and coordinated travel arrangements.
- Provided administrative and operational support to management.
- Maintained project records and coordinated documentation.

Administrative Assistant (Volunteer) | ScelPremium Limited
June 2020 – August 2021

- Provided administrative and operational support to management.
- Maintained project records and coordinated documentation.

CAREER HIGHLIGHTS

- Coordinated eight (8) successful contract bids valued at over ₦1 billion.
- Prepared technical and financial proposals for approximately 80% of successful bids.
- Managed full procurement activities from supplier sourcing through negotiation and inventory management.
- Successfully submitted 100% of completed tender packages within the deadline.
- Experienced across construction, building projects, consultancy, supplies, and government procurement.

EDUCATION

Bachelor of Science (B.Sc.) Economics
National Open University of Nigeria | 2019–2023

National Diploma (Mechanical Engineering Technology)
Federal Polytechnic Bida | 2012–2015

SSCE
Government Secondary School, Bwari | 2007

TECHNICAL TOOLS

- Microsoft Office suite
- Google Workspace
- Trello
- Slack
- ClickUp
- Canva
- Zoom