

AHUA-ABAJIH PORTIA DOOWUESE

Abuja, Nigeria | +234 706 177 2874 | portiadoowuese@gmail.com

PROFESSIONAL SUMMARY

Highly organized and proactive professional with experience spanning administrative support, quantity surveying support, and public-sector administration. Experienced in supporting a Quantity Surveyor with construction-related documentation and coordination, while also providing administrative support in the Director of Hydrology's office at the Ministry of Water Resources during NYSC. Skilled in document management, correspondence, scheduling, records management, Microsoft 365, communication, and coordinating day-to-day office activities. Adaptable, detail-oriented, professional, and able to work effectively with minimal supervision.

CORE SKILLS

- Administrative and executive support
- Quantity surveying and construction support
- Document preparation and records management
- Email and official correspondence handling
- Meeting coordination and minute-taking
- Microsoft Word, Excel, PowerPoint, Outlook and Teams
- Data entry, reporting and documentation
- Client and stakeholder communication
- Time management and multitasking
- Attention to detail and confidentiality
- Problem-solving and organizational skills

WORK EXPERIENCE

NYSC – Assistant Secretary, Director of Hydrology's Office | Current
Ministry of Water Resources and Sanitation, FCT Abuja

- Provide administrative and secretarial support to the Director of Hydrology's office.
- Assist with official correspondence, document preparation, filing and records management.
- Support the coordination of meetings, schedules, communications and routine office activities.
- Receive, organize and track documents and information for efficient workflow within the office.
- Maintain professionalism and confidentiality when handling official information and communications.

Junior Quantity Surveyor / QS Support | Recent
Marlum Nigeria Limited

- Work with the Quantity Surveyor in supporting quantity surveying and construction-related activities.
- Assist with preparation, organization and review of project documentation and cost-related records.
- Support measurement, documentation and coordination tasks as assigned by the Quantity Surveyor.
- Assist with maintaining accurate project records and ensuring timely completion of assigned tasks.
- Collaborate with project and site personnel to support smooth project administration and delivery.

Office Assistant | 2024 – January 2025
Good Speed Synergy Connect Agency, Abuja

- Managed executive emails, calls, and client correspondence professionally.
- Coordinated meetings, appointments, and daily schedules.
- Maintained organized digital and physical filing systems.
- Supported management with administrative tasks and workflow coordination.
- Ensured smooth office operations and timely task execution.

Marketing Intern | 2023 – 2024
Edin and People Limited, Abuja

- Assisted in client communication and follow-ups.
- Coordinated team activities and supported campaign planning.
- Managed data entry, reports, and documentation.
- Supported scheduling and administrative coordination for projects.

Secretary | 2020 – 2022
Osytek Medical Laboratories, Makurdi

- Managed front desk operations and served as first point of contact.
- Scheduled appointments and maintained accurate records.
- Prepared official documents, reports, and correspondence.
- Handled sensitive information with discretion and professionalism.
- Ensured efficient daily administrative operations.

EDUCATION

B.Sc. Marine Geology | March 2021 – October 2024
Nigeria Maritime University, Okerenkoko, Delta State

ADDITIONAL INFORMATION

- Strong organizational and planning abilities
- Excellent written and verbal communication skills
- Ability to work independently and under pressure
- High level of professionalism and discretion
- Fast learner, adaptable to new systems and environments

LANGUAGES

- English – Expert
- Tiv – Expert