

Amadi Nnenna Lydia

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Objective

Organized and resourceful administrative professional with experience in personal assistance, customer communication, sales support, scheduling, record keeping, and task coordination. Skilled in managing multiple responsibilities, conducting online research, drafting professional correspondence, and maintaining organized digital records. Proficient in Microsoft Office, Google Workspace, and ChatGPT, with strong communication, attention to detail, and time-management skills.

Skills

- Administrative & Personal Assistance
- Calendar & Schedule Management
- Email & Correspondence Management
- Online Research
- Task & Project Coordination
- Data Entry & Record Keeping
- Document & File Management
- Customer & Vendor Communication
- Microsoft Office & Google Workspace
- Time Management & Prioritization
- Attention to Detail
- Remote Work & Independent Task Management

Experience

- **Private individual** 2023 - 2025
Personal assistant
 - * Managed schedules, appointments, reminders, and day-to-day administrative tasks.
 - * Handled communication and follow-ups on behalf of the principal.
 - * Organized information, documents, and important records for easy access.
 - * Assisted with coordinating tasks and ensuring deadlines were met.
 - * Maintained professionalism and discretion when handling confidential information.
 - * Supported multiple responsibilities simultaneously and prioritized tasks according to urgency.
- **Scent_lyy** 2021 - 2025
Founder/Sales manager
 - * Managed daily business operations, customer communication, orders, and deliveries.
 - * Coordinated multiple customer requests and prioritized tasks according to urgency.
 - * Maintained customer records and tracked orders and payments.
 - * Communicated with customers and delivery providers to coordinate successful deliveries.
 - * Conducted product research and managed pricing and purchasing decisions.
 - * Managed business activities independently while maintaining organized records.
- **Meziejay Agro consult** 2019 - 2021
Administrative Assistant
 - * Handled customer communication and responded to inquiries professionally.
 - * Maintained accurate records and organized sales-related information.
 - * Assisted with sales follow-ups and customer coordination.
 - * Supported administrative tasks and day-to-day office operations.

* Kept track of orders, communications, and outstanding tasks.

Tools

- Microsoft word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Powerpoint
- Google Drive
- Google Doc
- Google sheets
- Gmail
- Zoom
- ChatGPT
- Canva
- Zoho mail

Education

- **Abia State University**
Bachelor of Nursing Science

2025