

DORIS OGBOGU

Executive Assistant | Virtual Assistant | Administrative Support

Nigeria | 08153109559 | dorisobum90@gmail.com | LinkedIn: Doris obum

PROFESSIONAL SUMMARY

Detail-oriented and highly organized **Executive Assistant with 2 years of professional experience** providing administrative and executive support. Skilled in calendar and appointment management, email correspondence, scheduling, documentation, customer communication, follow-ups, data entry, and handling confidential information. Backed by a **B.Sc. in Business Administration** and extensive experience in coordination, customer service, record management, and multitasking. Proficient in Google Workspace, Microsoft Office, virtual communication tools, and CRM systems. Reliable, proactive, adaptable, and capable of working independently in fast-paced remote environments.

CORE SKILLS

Executive Support • Calendar Management • Appointment Scheduling • Email Management • Meeting Coordination • Administrative Support • Customer Service • Data Entry • Record Management • CRM Management • Microsoft Word & Excel • Google Workspace • Google Calendar & Google Meet • Document Preparation • Internet Research • Confidentiality • Task Prioritization • Follow-ups & Reminders • Communication • Problem Solving

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT

[Company Name] | Nigeria / Remote | 2 Years

- Provided day-to-day administrative and executive support to management.
- Managed calendars, appointments, meetings, and important deadlines.
- Coordinated schedules and ensured timely follow-up on assigned tasks.
- Managed email correspondence and responded to routine inquiries professionally.
- Prepared, organized, and maintained documents, reports, and records.
- Maintained confidential information and handled sensitive matters with discretion.
- Coordinated virtual meetings using Google Meet and other communication tools.
- Conducted online research and compiled relevant information to support decision-making.
- Maintained accurate records and updated spreadsheets and databases.
- Communicated with clients, colleagues, vendors, and stakeholders on behalf of management.
- Monitored pending tasks and provided reminders to ensure deadlines were met.
- Assisted with administrative problem-solving and daily operational activities.
- Prioritized multiple responsibilities while maintaining accuracy and professionalism.

CAREGIVER & HOUSEHOLD MANAGER

Private Employment | Nigeria | 12 Years

- Managed schedules, appointments, daily activities, and important reminders.
- Maintained organized records and handled confidential information.
- Coordinated multiple responsibilities while meeting deadlines.
- Communicated professionally with clients, family members, and service providers.
- Managed changing priorities and resolved day-to-day issues efficiently.
- Demonstrated strong organization, reliability, patience, and attention to detail.

PRODUCTION MANAGER / QUALITY CONTROL OFFICER

Fashion Industry | Nigeria

- Coordinated production activities and daily workflows.
- Managed multiple projects, deadlines, and priorities.
- Communicated with clients, team members, and suppliers.

- Maintained quality standards and ensured accurate completion of tasks.
- Organized production records, materials, and relevant documentation.
- Followed up on pending tasks and resolved operational issues.

FASHION DESIGNER / TAILOR

Self-Employed | Nigeria

- Managed customer appointments, orders, measurements, and deadlines.
- Maintained customer records and monitored order progress.
- Communicated with customers and provided regular updates.
- Coordinated multiple projects from consultation through completion.
- Delivered professional customer service and resolved client concerns.

EDUCATION

Bachelor of Science (B.Sc.) – Business Administration

[University Name] | Nigeria

DIGITAL & TECHNICAL SKILLS

Microsoft Word • Microsoft Excel • Google Docs • Google Sheets • Google Calendar • Google Meet • Gmail • CRM Platforms • Data Entry • Online Research • Virtual Meeting Platforms

PROFESSIONAL STRENGTHS

Excellent written and verbal communication • Strong attention to detail • Time management and organization • Ability to multitask and prioritize • Professional and confidential • Proactive and dependable • Fast learner and adaptable • Comfortable working remotely and independently

REFERENCES

Available upon request.