

IMONITIE FAVOUR OMOYENMEN

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Professional Summary

Highly organized and proactive Executive Assistant with experience providing administrative and operational support to executives and teams in a work environment. Skilled in calendar and email management, meeting coordination, document preparation, online research, digital file management, and stakeholder communication. Demonstrates excellent attention to detail, confidentiality, time management, and problem-solving abilities, with strong proficiency in Microsoft Office and virtual collaboration tools. Adaptable, dependable, and committed to improving productivity and ensuring seamless day-to-day operations.

Professional Experience

Yobistack Limited, Abuja

Executive Assistant

2025 – Present

- Managed executive calendars, appointments, meetings, and schedules.
- Coordinated meetings, prepared agendas, and followed up on action items.
- Managed emails, correspondence, and routine communications on behalf of the executive.
- Prepared, edited, and formatted professional documents, reports, presentations, and spreadsheets.
- Conducted online research and compiled relevant information to support decision-making.

- Coordinated virtual meetings using platforms such as Zoom, Google Meet, and Microsoft Teams.
 - Monitored deadlines, tasks, and deliverables to ensure timely completion.
 - Assisted with travel planning, bookings, itineraries, and other administrative arrangements.
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Education

B.Sc. Accounting (Second Class Upper Division), Bingham University, New Karu – 2022

Senior Secondary School Certificate, Glory, and Praise International Schools, Kuje, Abuja – 2018

PROFESSIONAL QUALIFICATIONS

- Jobber man Soft Skills Certificate
 - E-Views Research & Data Analysis
 - Executive Virtual Assistance Certification on SLA
 - NIYA Course Completion on Customer Acquisition
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TECHNICAL SKILLS

- Calendar & Schedule Management
 - Email Management & Correspondence
 - Microsoft Office Suite (Word, Excel & PowerPoint)
 - Google Workspace (Gmail, Docs, Sheets & Calendar)
 - Virtual Meeting Platforms (Zoom, Google Meet & Microsoft Teams)
 - Document Preparation & Formatting
 - Travel Planning & Itinerary Management
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ADDITIONAL INFORMATION

- Date of Birth: 25 January 2002
- State of Origin: Edo State