

JOHNKENNEDY AHANONU

EXECUTIVE ASSISTANT | ADMINISTRATIVE ASSISTANT | VIRTUAL ASSISTANT

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PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant and Executive Support professional with 2+ years of experience supporting administrative operations, executive needs and customer-facing activities. Experienced in email and calendar support, task coordination, follow-up, data entry, documentation, online research, CRM workflows and digital file management. Strong in professional communication, organization, confidentiality, accuracy and handling competing priorities. Experienced with Microsoft Office, Google Workspace, GoHighLevel CRM and remote collaboration tools. Comfortable working independently.

CORE SKILLS

Executive assistance • Administrative Assistance • Calendar & Email Support • Task Coordination & Follow-Up • Customer Communication • CRM & Customer Record Management • GoHighLevel CRM • Data Entry & Verification • Document & Records Management • Online Research • Microsoft Excel & Google Sheets • Microsoft Word & PowerPoint • Google Docs & Google Drive • Digital File Management • Professional Communication • Confidential Information Handling • Attention to Detail & Quality Control • Time Management & Organization • Remote Collaboration • AI-Assisted Productivity

PROFESSIONAL EXPERIENCE

Administrative Assistant / Executive Assistant | Nigeria | 2+ years

- Provided administrative and executive support, helping organize priorities, follow up on tasks and keep day-to-day activities on track.
- Supported executive needs through professional communication, information organization, documentation and timely follow-up.
- Managed multiple administrative responsibilities while maintaining accuracy, discretion and consistent follow-through.
- Prepared documents, spreadsheets and reports and organized digital information for easy retrieval.
- Worked independently, communicated updates clearly and adapted to changing priorities and deadlines.

Customer Experience / Customer Support | Nigeria | 2–3years

- Communicated professionally with customers, responded to enquiries, clarified information and supported timely issue resolution.
- Followed up on outstanding requests and maintained clear, respectful communication.
- Maintained accurate customer information and documentation while following established processes and protecting confidential information.
- Used CRM and digital tools, including GoHighLevel, to organize customer information and support follow-up workflows.
- Managed multiple requests with patience, organization and consistent follow-through.

Volunteer Data Entry Assistant — Federal University of Technology, Owerri (FUTO)

- Entered, reviewed and verified student records with strong attention to accuracy and consistency, supporting administrative and Student Union documentation.
- Organized and maintained digital records so information remained structured, accessible and easy to retrieve.
- Built and maintained Excel spreadsheets and reports for project tracking, documentation and information organization.
- Performed quality checks to identify and correct data errors before submission.
- Supported project stakeholders with documentation, research and timely completion of assigned administrative tasks.

RELEVANT PROJECT & DIGITAL EXPERIENCE

Executive & Administrative Support: Supported executive needs through organization, communication, documentation, follow-up and priority management.

Administrative & Research Support: Prepared clear documents and reports, organized digital files, conducted online research and converted findings into structured summaries.

Excel Data Management: Cleaned and validated datasets, created tables and summaries, and checked outputs for accuracy before delivery.

CRM & Digital Workflow Support: Used GoHighLevel CRM and digital workflows to organize customer information and support follow-up activities.

AI-Assisted Productivity: Used AI tools for research, drafting, summarization, organization and improving repetitive administrative workflows.

EDUCATION

Bachelor of Engineering (B.Eng.), Chemical Engineering — Federal University of Technology, Owerri (FUTO), Imo State, Nigeria | 2023

TECHNICAL TOOLS

GoHighLevel CRM | Microsoft Excel, Word, PowerPoint | Google Sheets, Docs, Drive | Zoom | Microsoft Teams | Slack | AI/LLM productivity tools | PDF tools | Online research and digital data-entry platforms

ADDITIONAL INFORMATION

English — Fluent | Based in Nigeria | Available for remote work | Comfortable working independently and across time zones