

PRINCE ORJI OKORO

PERSONAL ASSISTANT | EXECUTIVE SUPPORT | ADMINISTRATION & OPERATIONS

Lagos, Nigeria | 09020638376 | poluwanoni@gmail.com

PROFESSIONAL SUMMARY

Organised, proactive, and dependable Personal Assistant with over 5 years of experience providing direct administrative and personal support to senior executives. Experienced in calendar and schedule management, meeting coordination, travel and logistics, confidential information handling, correspondence, task follow-up, and day-to-day executive support. Strong communicator with the ability to manage competing priorities, anticipate executive needs, maintain discretion, and deliver tasks efficiently under pressure.

CORE COMPETENCIES

Personal & Executive Assistance	Calendar & Schedule Management	Meeting & Appointment Coordination
Travel & Logistics Management	Email & Correspondence Management	Confidential Information Handling
Administrative & Operational Support	Task & Deadline Management	Research & Information Management
Document Preparation & Filing	Stakeholder Communication	Microsoft Office & Google Workspace

PROFESSIONAL EXPERIENCE

PERSONAL ASSISTANT TO THE CEO / SENIOR EXECUTIVE

Aku Noble Group | Lagos, Nigeria | February 2021 – April 2026

- Provided comprehensive personal, administrative, and executive support to the CEO.
- Managed appointments, calendars, meetings, errands, schedules, and daily engagements.
- Coordinated travel arrangements, transportation, accommodation, and other executive logistics.
- Prepared documents, correspondence, reports, presentations, and meeting materials.
- Handled confidential information and sensitive matters with discretion and professionalism.
- Monitored outstanding tasks, followed up with relevant individuals, and ensured deadlines were met.
- Coordinated communication between the CEO and internal and external stakeholders.
- Assisted with planning, organising, and executing business and personal activities.
- Anticipated executive needs and helped ensure smooth day-to-day operations.

STRATEGIC PLANNER

Teenspire Africa | Lagos, Nigeria | June 2017 – December 2020

- Supported the planning and coordination of organisational programmes and projects.
- Conducted research and prepared relevant information to support planning and decision-making.
- Coordinated tasks and followed up with team members to ensure timely delivery.
- Assisted with administrative, operational, and project coordination activities.
- Communicated with stakeholders and supported effective team collaboration.

KYC AGENT

Airtel | Lagos, Nigeria | February 2015 – April 2017

- Verified and processed customer information in line with company procedures and requirements.
- Maintained accurate customer records and handled confidential information responsibly.
- Communicated professionally with customers and addressed documentation-related issues.
- Ensured accuracy while processing high volumes of customer information.
- Worked effectively under pressure while meeting operational requirements and deadlines.

EDUCATION

Bachelor of Arts (B.A.) — Sociology & Anthropology

Obafemi Awolowo University, Nigeria | Graduated: May 2016

TECHNICAL & ADDITIONAL SKILLS

Microsoft Word, Excel & PowerPoint • Google Docs, Sheets & Calendar • Email & Internet Research • WhatsApp & Digital Communication • Calendar & Schedule Coordination • Document Management & Filing • Manual & Automatic Driving • SUV Driving

PROFESSIONAL ATTRIBUTES

Discreet • Reliable • Proactive • Organised • Adaptable • Detail-Oriented • Time-Conscious • Professional Communicator • Problem Solver