

09078555191

<https://www.linkedin.com/in/rosemary-ogechi-06b72a170>

rosemaryanyanwuiyah@gmail.com

ROSEMARY ANYANWU-IYAH

OBJECTIVE

“To excel in an administrative and customer service capacity, fostering organizational excellence through proactive coordination, clear communication, and exceptional support—while enjoying meaningful job satisfaction.”

PROFILE

Dedicated healthcare graduate with over five years of post-NYSC experience serving as an Executive Assistant and Customer Care Representative. Skilled in healthcare administration, patient support, and office management, adept at enhancing operational processes and delivering high-quality customer engagement. Proficient in internet research and digital tools, I bring energy, maturity, and a problem-solving approach to every task. Seeking to drive excellence and operational efficiency in healthcare, hospitality, IT support, or administrative roles.

PROFESSIONAL ACHIEVEMENTS

HEALTHCARE ADMINISTRATION

Maintained accurate patient records for 20+ files weekly, achieving error-free documentation in over **98%** of cases and ensuring compliance with regulatory standards during my youth service year.

EXECUTIVE ASSISTANCE & OFFICE COORDINATION

Managed calendars and appointments for executives, reducing schedule overlaps and boosting operational smoothness by **10–15%**

ADMINISTRATIVE & ORGANIZATIONAL SKILLS

Successfully managed multiple office tasks including scheduling, answering inquiries, and handling correspondence, maintaining a **100% on-time completion rate** for all assignments.

SKILLS

Comfortable in using google workspace
Proficient in Microsoft Office suite
High Typing speed
Familiarity with scheduling tools such as Calendly

WORK HISTORY

EXECUTIVE ASSISTANT BRANDREGIMEN SFS, LAGOS STATE.

January 2025

EXECUTIVE ASSISTANT, AMAZUMA OIL & GAS LTD, LAGOS STATE.

March 2022 – December 2024

PERSONAL ASSISTANT, OXFORD INTERNATIONAL GROUP, LAGOS STATE.

July 2021 – February 2022

EDUCATION

B.SC PHYSIOLOGY, OLABISI ONABANJO UNIVERSITY, OGUN STATE. (2014 – 2018)

Second class upper division hons.

NATIONAL YOUTH SERVICE CORPS (NYSC), ANAMBRA STATE. (2019 – 2020)

NYSC Discharge Certificate

REFERENCES

AVAILABLE ON REQUEST