

# LYNDA NNENNA MUOGBO

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## EXECUTIVE ASSISTANT

### PROFESSIONAL SUMMARY

As an accomplished Executive Assistant, I excel in understanding and anticipating the needs of executives thus enabling them to maximize their productivity and focus on strategic priorities. With a versatile skill set, I manage multiple high-stakes projects, deliver exceptional stakeholder support, and streamline office operations to drive significant efficiency gains. My commitment to fostering interdepartmental collaboration and maintaining high documentation standards has consistently contributed significantly to organizational success. I bring extensive experience in C-level administrative support and possess a strong entrepreneurial spirit that allows me to navigate all aspects of office management in fast-paced environments. My roles have included Executive Administrative Assistant, travel planner, and client relationship builder, where I thrive on creating valuable connections and enhancing operational workflows.

### KEY SKILLS

- Executive Support Excellence
- Effective Communication Strategies
- Administrative support specialist
- Data Management
- Office Operations Optimization
- Multi-project management
- Document control management
- AI/Technology Proficiency

### KEY CAREER ACHIVEMENTS:

- Organized and executed corporate events for over 90 participants which improved brand visibility and team engagement, which resulted in a 25% increase in employee satisfaction (based on post-event surveys).
- Managed and improved community engagement by 20% and strengthening stakeholder relationships through targeted initiatives.
- Implemented a paper reduction strategy, resulting in 30% less paper waste annually, while improving document accessibility through a digital filing system.
- Introduced an automated scheduling system, reducing scheduling conflicts by 40% which streamlined executives' time management, and improved overall meeting efficiency.
- Increased executive productivity by integrating into team activities and overseeing the timely delivery of projects, contributing to the improvement in project delivery timelines.
- Ensured all schedule was followed and respected by providing a "gatekeeper" and "gateway" role, hence creating a win-win situation.

## PROFESSIONAL EXPERIENCE

### **EXECUTIVE ASSISTANT**

**COMPASS CONSULTANCY, REAL ESTATE | DUBAI (2023-2024)**

#### **Responsibilities**

- Ensure the efficient operation of the MD's office by managing a variety of clerical, administrative, and managerial tasks.
- Support in special projects, drafting and preparing correspondence, reports, and presentations.
- Coordinate all logistics for weekly meetings and board meetings, including scheduling, venue arrangements, and technology setup to ensure seamless execution.
- Provide sophisticated in-office calendar management for the MD, including tracking schedules, and appointments, and informing the MD of upcoming commitments, meetings, events, and responsibilities.
- Manage all travel logistics for the MD, including flights, ground transportation, and accommodation arrangements for officially designated trips.
- Prepare detailed travel itineraries, including scheduling meetings, events, and other engagements during trips and served as the primary point of contact for resolving any travel-related issues or emergencies that may arise.
- Act as the primary point of contact for internal and external stakeholders on all matters related to the MD.
- Liaise with relevant stakeholders to arrange meetings, prepare agendas, and draft minutes.
- Maintained a comprehensive e-filing system to ensure easy retrieval of documents and ensured all incoming documents were organized, labelled, and stored correctly.
- Ensured the confidentiality and security of sensitive documents.

### **EXECUTIVE ASSISTANT**

**BELLISSIMA CREATIVE AND DESIGNS | DUBAI (2019 – 2022).**

#### **Responsibilities**

- Responsible for supporting the CEO and contributing to the operations' effectiveness through providing high-quality administrative and technical support functions.
- Tracked various activities for the CEO to ensure timely reporting and improvement initiatives were monitored and reported and that accountabilities by all departments were maintained.
- Provided logistics support by researching and compiling information.
- Planned, assembled, and organised materials for office meetings, telepresence meetings, and Skype meetings and coordinated administrative details of all projects.
- Ensured matters are treated in a timely and professional manner.

- Prepared correspondences, reports, and presentations as requested and directed by the CEO.
- Provided administrative support concerning the maintenance of files as directed by the CEO to ensure compliance.
- Prepared all travel arrangements and complex itineraries for the CEO.
- Classified and catalogued records according to company standards and industry best practices

#### ..... ADDITIONAL PROFESSIONAL EXPERIENCE.....

##### VIRTUAL ASSISTANT/PERSONAL ASSISTANT

**PROJECC TURTON LTD Upwork/ PART-TIME 2023**

##### Responsibilities

Worked closely and effectively with the CEO to keep him well-informed of upcoming commitments and responsibilities

- Completed a variety of special projects and ensured close out of pending actions.
- Prioritized conflicting needs, handled matters expeditiously, and proactively, and followed through on projects to successful completion, often with deadline pressures.
- Proofread documents and prepared presentations, letters, and reports.
- Ensured timely and effective delivery and improvement in administrative support and office services for enhanced quality, efficiency, and cost-effectiveness, including space management, transport services, vehicle use and maintenance, equipment, conference and travel arrangements, document reproduction, communications, mail and delivery services, local procurement and bill payments of utilities.
- Accountable for the correct and consistent application of policies and procedures in the execution of administrative functions.
- Coordinated and managed the CEO's official travels to ensure efficiency.
- Prepared and edited correspondence, communications, presentations, and other documents.

## ASSOCIATE DEGREE

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**Bachelor's Degree in Marketing [Aug 2015]**

Anambra State University, Nigeria

## CERTIFICATES

**Dex Nova Internship**

Project Management **(2024)**

Vocational and Professional Development Academy for Executive/Personal Assistants **(2023)**