

CONFIDENCE OKOHA

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EXECUTIVE ASSISTANT | VIRTUAL ADMINISTRATIVE SUPPORT

SUMMARY

Organized and proactive executive assistant with over 2 years of experience supporting leadership teams with administrative tasks, calendar management, and project coordination. Skilled in Google Workspace and Microsoft Office, with a proven ability to work independently, manage multiple priorities, and improve executive efficiency. Known for streamlining processes, maintaining accurate records, and providing professional support across teams.

CORE SKILLS

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|---|---|---|
| • Communication | • Google Suite (Docs, Sheets, Slides, Gmail) | • Cloud storage (Google Drive, Dropbox) |
| • Time management | • Project management tools (Trello, Asana) | • Scheduling appointments |
| • Organization | • Data analysis | • Data entry |
| • Problem-solving | • Email management | • Research |
| • Teamwork | • Calendar organization | • Presentation & Canva Design Support |
| • Adaptability | • Virtual meeting management (Zoom, Skype, Google Meet) | • Meeting coordination & Expert note-taking |
| • Attention to detail | | • Multitasking & Independent Work |
| • Emotional intelligence | | |
| • Microsoft Office (Word, Excel, PowerPoint, Outlook) | | |

PROFESSIONAL EXPERIENCE

Norma Company Limited – Nigeria

06 2025–Present

Executive Assistant & Digital Operations Support

- **Coordinated** meetings, follow-ups, and confidential documentation, maintaining executive confidentiality and workflow continuity, and scheduled and documented **25+ meetings monthly**
- **Maintained** CRM records and contact databases. Ensured accurate client tracking and follow-ups, updated and managed **500+ contact and interaction records**.
- **Tracked** projects and deliverables using Trello and Asana to ensure deadlines were met independently and managed **10–15 active tasks weekly** with minimal supervision
- **Prepared** reports, presentations, and internal documents using Microsoft Word, Excel, PowerPoint, and Outlook, which supported executive decision-making and delivered **12 executive reports per quarter**.

Priscilla Super Stores, Oron, AKS, Nigeria
Retail Administrative Assistant

02 2021 – 03 2025

- **Maintained** daily sales records in CRM, which supported management decisions, recording 1,000+ transactions in less than 12 months.
- **Generated** weekly and monthly performance reports, streamlined operational insights, and produced 52 weekly reports for management review.
- **Organized** digital files and customer correspondence, reduced information retrieval time, and managed 2,000+ customer emails and invoices.
- **Coordinated** team schedules, which improved workflow efficiency, and assigned tasks for **10 staff members per week**.

Idopise Daniel enterprise, Oron, AKS, Nigeria

07 2020 – 01 2021

Sales and Operations Support

- **Processed** daily sales and expense records, which ensured 100% accuracy, and recorded **150+ transactions per day**.
- **Prepared** daily reports and summaries, which enabled management insights and produced **300+ daily sales and expense reports** over one year.
- **Streamlined** administrative tasks that improved operational efficiency and filed **1,000+ receipts and logs**.
- **Coordinated** shift schedules that optimized team performance and managed schedules for **10 staff members weekly**.

EDUCATION

UNIVERSITY OF CALABAR, Calabar, Nigeria

03 2024

Chemistry Education, Second class

CERTIFICATIONS & OTHER

- Vsavvy Academy Virtual Assistant Certificate