

CHIBUEZE FRIDAY

Executive Assistant

Berger, Lagos State, Nigeria | +234 916 486 8533 | fridayephraim9645@gmail.com

PROFILE INFO

Hello! I'm Ephraim Chibueze Friday, a highly skilled and dedicated Executive Assistant and operations specialist for Eazy Peazy Services. My journey began with a passion for precise communication and the art of administrative management, which evolved into a career providing exceptional executive productivity support and operational workflow for clients. With expertise in modern project coordination, calendar management, and professional communication, I consistently deliver top-notch results and exceed expectations across various tasks.

EXPERIENCE

2024 -2026 Recent

ARIYA WELLNESS HUB LTD | LAGOS STATE

Executive Assistant

- Designed a new workflow that synchronized team efforts and boosted overall executive efficiency by a measurable 25%.
- Managed the social media and customer service teams, ensuring everyone met their performance goals and maintained quality standards.
- Created daily reports for leadership that cut through the noise, simplified complex updates, and ensured all projects finished on time.

2023 - 2024

ROUTELY.CO | BERGER, LAGOS STATE.

Social Media Management and Strategist

- Managed and optimized workflows across departments to translate operational efficiency directly to business results.
- Executed the full project workflow, including on-site coordination, documentation, and strategic scheduling for optimal team productivity.

NOTABLE PROJECTS

- Managed a high-profile operational partnership with the Strategic Business Acceleration Conference (SBA 2025), securing cross-functional opportunities and producing a highlights report that significantly boosted post-event alignment and brands' visibility.
- Forged a strategic partnership with an external vendor that generated mutual resource-sharing opportunities and successfully expanded both brands' capability to new, untapped audiences

EDUCATION

1999 - 2008 | Daystar Children School

First School Leaving Certificate

2008 - 2014 | Secondary Technical School Ngwa Uku

SSCE

SKILLS

- Strategic Planning
- Executive Communication & Correspondence
- Workflow Optimization & Process Design
- Data Analytics & Executive Reporting
- Client Relationship management & Adaptability

LANGUAGES

- English
- Igbo