CHINEDU DAVID AJAH

Personal Assistant | Executive Support | Administrative Coordination | Calendar Management | Stakeholder Relations | Operations Support

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PROFESSIONAL SUMMARY

Highly organized and dependable Personal Assistant with over 6 years of experience providing administrative support, managing schedules, coordinating meetings, handling correspondence, and maintaining confidential records. Strong communicator with excellent organizational, multitasking, and problem-solving skills. Proficient in Microsoft Office, Google Workspace, and executive support functions, with a proven ability to manage competing priorities and ensure smooth day-to-day operations.

WORK EXPERIENCE

Executive Assistant / Personal Assistant

Reiz Continental Hotel, Abuja **Dec 2022 – Apr 2026**

- Managed the Managing Director's calendar, appointments, meetings, travel schedules, and daily priorities.
- Served as the primary liaison between the Managing Director, clients, vendors, and internal stakeholders.
- Prepared meeting agendas, recorded minutes, tracked action items, and ensured timely follow-up.
- Coordinated business correspondence, emails, phone calls, and executive communications.
- Maintained confidential digital and physical filing systems, ensuring accurate record management.
- Prepared reports, presentations, spreadsheets, and executive briefing materials using Microsoft Office and Google Workspace.
- Scheduled and coordinated meetings, business events, client engagements, and executive appointments.
- Managed travel arrangements, accommodation bookings, transportation logistics, and itineraries.
- Monitored deadlines, tracked priorities, and provided proactive reminders on critical deliverables.
- Handled executive errands, special projects, and administrative assignments with professionalism and discretion.
- Maintained operational records and documentation to support business efficiency and decision-making.
- Collaborated with multiple stakeholders while managing competing priorities in a fast-paced environment.
- Improved executive scheduling efficiency through proactive calendar and meeting management.
- Enhanced document organization and accessibility through structured filing systems.
- Successfully managed multiple high-priority assignments while maintaining confidentiality and accuracy.

Operations Supervisor / Front Desk Officer

Delizz Supermarket, Abuja **Aug 2019 – Nov 2022**

- Supervised daily customer service and retail operations, contributing to improved workflow, workplace organization, and customer experience in a fast-paced customer-facing experience.

- Assisted customers with product recommendations, issue resolution, front desk support, and service coordination, contributing to repeat patronage and customer satisfaction.
- Coordinated inventory monitoring, product restocking, and operational support to maintain efficient retail and customer-facing operations.
- Supported administrative tasks, staff coordination, and customer communication while maintaining professionalism and strong interpersonal relationships under pressure.

EDUCATION AND CERTIFICATIONS

Google Ads Search Certification
Google Incorporation **May 2026**

Hubspot Digital Marketing Certification
Perfect Links Computer Training Institute **May 2026**

Diploma In Micro Computer Utilization And Management
Perfect Links Computer Training Institute **Feb 2019 – July 2019**

Office Communication And Project Management
Institute Of Manpower Development And Management **Dec 2017 – Aug 2025**

B.Sc Statistics
University Of Abuja **Feb 2012 – Oct 2017**

Secondary School Certificate Examination
Innocent Comprehensive High School **Feb 1999 – Nov 2005**

First School Leaving Certificate
Sammat Nursery And Primary School **June 1991 – Nov 1998**

CORE SKILLS

- Executive Support, Calendar Management, Meeting Coordination, Travel Arrangements
- Stakeholder Management, Administrative Support, Document Management, Confidentiality Management
- Task Prioritization, Communication Skills

PROFESSIONAL COMPETENCIES

- Attention to Detail, Analytical Thinking, Communication Skills, Verbal & Written Communication
- Team Supervision, Lead Generation, Remote Collaboration, Organizational Skills
- Problem Solving, Adaptability, Results-Oriented, Customer Relationship Management, Retail Operations
- Sales Support, Front Desk Administration, Social Media Management, POS Operations
- Inventory Support, Customer Engagement, Operations Coordination, Administrative Support