HAJJU IVOM OGAH

Executive Assistant | Executive Support | Office and Operations Management

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PROFESSIONAL SUMMARY

Executive Assistant with three years supporting the founder and CEO of an international education and travel consultancy, rising from intern to Executive Assistant and then Operations Manager. I manage busy calendars across time zones, handle correspondence, prepare briefs and minutes, keep records in order and follow up until the work is done. Discreet with confidential information, calm under pressure and comfortable working with senior leaders, partners and embassies.

CORE SKILLS

Calendar and diary management | Meetings, briefs and minutes | Correspondence and drafting | Records and file management | Action tracking and follow-up | Travel and event logistics | Stakeholder liaison | Confidentiality

PROFESSIONAL EXPERIENCE

Executive Assistant to the CEO (later Operations Manager)

Shekinah Educational Services | International education and travel consultancy | Hybrid (Lagos, Ibadan) | 2023 – 2026

Joined as an intern and was promoted to Executive Assistant to the founder and CEO within a year, then to Operations Manager.

Executive support

- Managed the CEO's calendar across time zones, booked meetings and consultations, and resolved clashes before they caused problems.
- Triaged the inbox daily, drafted letters, emails and replies, and made sure no partner or client message was left waiting.
- Prepared briefing notes before meetings and minutes after, then tracked agreed actions to completion.
- Coordinated domestic and international travel, including flights, visas, accommodation and ground transport.

Records, documents and reporting

- Kept client files, trackers and supporting documents complete and ready for review at any time.
- Produced reports, timeline logs, guides, policies and presentations for leadership and clients.
- Researched options for leadership and clients, such as screening 11+ Canadian colleges, and verified every figure on official sources.

Operations and people

- Planned and delivered a school outreach programme across Northern Nigeria, managing the timeline, budget, supplies and school partners.
- Supervised a team of 25 staff for two years and ran monthly payroll worth over ₦60 million in total.

Operations and Executive Virtual Assistant (Part-time)

20four7VA | Remote | 2025 – 2026

- Support international clients with calendars, inbox, task management and deadlines across US and UK time zones.
- Track deliverables in shared tools and automate repetitive admin with Zapier.

Earlier Experience

- **Digital Forensics Intern, Abuja, 2025:** wrote reports and handled sensitive records under strict confidentiality.
- **Drilling Engineer Intern, NNPC Energy Services, Abuja, 2025:** compiled daily reports and supported safety audit documentation; scored 5.0/5.0.
- **Customer Service and Scheduling (Part-time), Jasmine Kiddies, 2022 – 2023:** customer enquiries and appointment scheduling.

EDUCATION

B.Sc. Glass and Silicate Technology | Ahmadu Bello University, Zaria | 2020 – 2026

CERTIFICATIONS AND TOOLS

Soft Skills Training, Jobberman (2021) | Fundamentals of Digital Marketing, Google (2021) | Blue Team Junior Analyst Pathway, Security Blue Team (2025)

Microsoft Word, Excel, PowerPoint and Outlook | Google Workspace and Google Calendar | Zoom | Calendly | Trello | Notion | Zapier | Claude AI | English (fluent)