



IJEOMA OKAFOR

Executive Assistant

Experience

Mar 2021 – Present

House of Royals BFD LTD.

Executive Assistant to CEO.

- Oversee the running of the company in the absent of the CEO.
- Attend meetings on behalf of the CEO..
- Make major decision on behalf of the CEO in her absence.

2020 – 2020 Ruff 'n' Tumble

Executive Assistant to the Chief Responsibility Officer

- Coordinate meetings, prepare communications, research and analyze information.
- Provide administrative and organizational support to the CRO.
- Work closely and collaboratively with the Special Project Coordinator on projects and priorities.
- Arrange and coordinate the CRO's meetings, conferences, special functions and appointments.

2018 – 2020 AXA Mansard Plc

Personal Assistant to the Executive Director.

- Prioritizes schedules and meetings for the Executive Director while paying close attention to effective use of time and resources.
- Coordinates and schedule meetings. Handle meeting technology (Skype, presentations, conference dialing) and other logistics including conference room booking, ordering meals and providing documents for all participants.
- Coordinate international and domestic travel arrangements, preparing travel itineraries, and carefully considering optimum travel itinerary while managing Executive Director's expenses.

2013 – 2018

ASTAC Nig Ltd. (Austrian Scientific and Contracting

Personal Assistant to The MD & CEO Respectively

- Write and submit monthly expatriate returns.
- Handle immigration matters.
- Supervise all domestic staff, security officers, drivers and secretaries of all branches.
- Mediate between staff and management team.

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18, Osaro Isopkan Lekki
Phase 1, Lagos

EDUCATION

B.A in English

University of Abomey,
Calavi. Republic of Benin
2006 – 2008

Diploma in French 2005

Nigerian French Language
Village, Badagry, Lagos.
Nigeria.

COMPETENCE

Organization
Customer Service
Management
Communication
Team Player

LANGUAGE

English
French

REFERENCE

Vincent Anosike

HEIRS INSURANCE

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