
CATHERINE IKONNE

N.C.E. in Theatre arts/English language(AOCOED) ,B.A Ed. in English Education(UNILAG)

Experience: 4 years | **Available:** Immediately | **Location:** Lagos

lkonnecatherine@gmail.com |
+2348180675715

ABOUT ME



I am Catherine Onyinyechi Ikonne, a goal driven individual and an organized Executive assistant with over 3years experience in C-level executive assistance & administrative support, well versed in office/work management, reporting and documentation required for a productive work space. An adaptable team player quick to grasps new ideas and concepts whilst demonstrating a logical and analytical approach. Motivated to learn, grow and excel in a fast-paced industry offering career growth and value addition.

WORK EXPERIENCE



Crednet Technologies

Management level | Executive Assistant
Lagos , Nigeria
2022-07-01 | 2023-05-01

Coordinated and handled presentations, reports and confidential correspondence and all aspect of internal and external meetings etc.

- Assisted with PR projects, secured high profile speaking engagement and assisted with the preparation of monthly and annual report.
- Implemented and maintained a comprehensive database for reporting productivity statistics to comply with corporate policy & financial budget.

Chris Ogunbanjo LP

Management level | Executuve Personal Assistant/HR
Lagos , Nigeria
2022-03-01 | 2022-11-01

°Assisted the Managing Partner(president of Nigerian Stock Exchange) by providing day to day administrative support in the Law firm. °Some of my duties include answering phone

calls, managing correspondence, scheduling appointments and making travel arrangements. °I also organized events, exhibited excellent organizational skills and demonstrable experience in the stated role.

FIZO Limited

Management level | Virtual Executive Assistant /Customer Service Manager

Lagos , Nigeria

2022-01-01 | 2022-12-01

- °Managed the organization's reputation by communicating confidently with existing and prospective customers; assisted the CEO with admin duties.
- ° Assisted customers promptly with payment services in the organization.
- ° Resolved all complaints within the organization's service level agreement and escalated required complaints to the appropriate department resulting in a 90% customer satisfaction rating and feedback.

Jade and Co Legal Practitioners

Management level | Executive Assistant

Lagos , Nigeria

2019-02-01 | 2022-02-01

- Coordinated and handled presentations, reports and confidential correspondence and all aspect of internal and external meetings etc.
- Assisted with PR projects, secured high profile speaking engagement and assisted with the preparation of monthly and annual report.
- Implemented and maintained a comprehensive database for reporting productivity statistics to comply with corporate policy & financial budget.

Ayoola Rice Flour

Mid level | Personal Assistant/Customer Service Representative

Lagos , Nigeria

2018-10-01 | 2020-02-01

- °Supported customers by providing helpful information, answering questions and responding to complaints.
- °Served as the front line for clients and ensured customers' satisfaction on products.
- °As a PA, I worked directly with the CEO in providing support to the employees as well as organizing duties and jobs for the CEO.

The City Model Educational Services

Senior level | Virtual Executive Assistant(Personal Assistant)

Lagos , Nigeria

2017-09-01 | 2019-12-01

- °Supported the CEO and the firm by providing helpful information, answering questions,

responding to complaints and scheduling of appointments.

°I also managed calls and generated sales leads in the company.

°In addendum, I built strategies for the improvement of the overall customer experience and fostered loyalty in the Educational consulting firm.

EDUCATION



Lagos state College of Education

N.C.E | N. C. E. in Theatre Arts/English language

University of Lagos.

Degree | B. A. Ed in English Education(in-view)

JOB SKILLS



Administrative skill

Customer care skill

Microsoft

Human Resource Management

LANGUAGE SKILLS



English

CERTIFICATES & AWARDS



Ready set work Employability and entrepreneurship Program (Lagos state) : Certificate | 2017

Participation in Jobberman soft skills training : Certificate | 2020

Project Management: Certificate | 2022