

EKWEONU DIANA EKENE

EXECUTIVE ASSISTANT

I am an experienced executive assistant seeking a full-time position in the business field, where I can apply my knowledge and skills for continuous improvement.

SKILLS

- File Management
- Calendar Management
- Email Management
- Travel planning and Itinerary Management
- Project Management

EDUCATION

FORIEGN LANGUAGES

Bachelor of arts, major in french language and literature
University of Nigeria, Nsukka | 2012 - 2018

OFFICE MANAGEMENT

Course in Office Management
Remanda Business Academy (2024)

EXPERIENCE

VIRTUAL ASSISTANT

AfternoonPrep 2020-2022

Managed social media accounts.
Organized office files
Data entry
Managed executive's calendar
Planned travel itinerary for company trips
Managed company projects
SEO blog postings

CONTACT

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