

LOVE SUNDAY

Junior Administrative Manager / Executive Support

SUMMARY

- Over 8 years of professional experience with a strong foundation in Computer Science (HND and ND) and expertise in data analysis using Excel.
- Proficient in software development lifecycle (SDLC) practices, data entry, and digital tools to optimize operational workflows and reporting.
- Skilled in CRM and database management, task coordination, and automation of administrative processes, enhancing productivity and reducing costs by 25%.
- Experienced in technical documentation, online research, and performance reporting, supporting decision-making and project execution.
- Certified in Virtual Assistance, demonstrating a multidisciplinary approach to technology and client-focused solutions.

TECHNICAL SKILLS

Main Technical Skills	Excel (2 yr.), Windows, AWS WorkSpaces, Google Docs
Data Analysis and Visualization Technologies	Data Analysis
Cloud Platforms, Services & Computing	DigitalOcean
Amazon Web Services	AWS WorkSpaces
Google Cloud Platform	Google Docs
Third Party Tools / IDEs / SDK / Services	Excel (2 yr.)
Virtualization, Containers and Orchestration	Oracle VM VirtualBox
Operating Systems	Windows
Other Technical Skills	publish

WORK EXPERIENCE

Administrative Manager / Executive Support - Truluck International Nig. Ltd (Administrative Management and Executive Support)

Duration: 2024 – Present

Summary:

- Providing key administrative and executive support to ensure smooth operations at Truluck International Nig
- Ltd
- The role involves managing communication between management, staff, and clients, and improving operational efficiency

Responsibilities:

- Serve as a key communication link between management, staff, and external clients.
- Respond to internal and client inquiries, ensuring prompt and professional resolution.
- Manage executive emails, schedules, and meeting coordination.
- Prepare reports, presentations, and documentation to support decision-making.
- Maintain organized digital filing systems and confidential records.
- Conduct supplier research and negotiations to reduce operational costs.
- Supervise administrative staff and improve workflow processes to enhance productivity.

Technologies: Microsoft Office (Excel & Word), Google Workspace, CRM & Database Management

Performance & Logistics Support - Truluck International Nig. Ltd (Performance and Logistics Support)

Duration: 2019 – 2021

Summary:

- Supported performance monitoring and logistics operations by generating reports, maintaining data systems, and coordinating communication between teams and management at Truluck International Nig
- Ltd

Responsibilities:

- Generated operational and performance reports using Microsoft Excel.
- Monitored and updated data systems to maintain accurate operational records.
- Coordinated communication between operational teams and management.
- Maintained databases and ensured compliance documentation was accurate and up to date.

Technologies: Microsoft Excel, CRM & Database Management



Executive Secretary - Truluck International Nig. Ltd (Executive Secretarial Support)

Duration: 2010 – 2016

Summary:

- Provided front-line administrative and communication support to management, handling client inquiries, scheduling, travel arrangements, and logistics documentation at Truluck International Nig
- Ltd

Responsibilities:

- Managed client inquiries, correspondence, and appointment scheduling.
- Provided front-line administrative and communication support to management.
- Coordinated travel arrangements and handled logistics documentation.
- Processed invoices and maintained accurate client and operational records.
- Ensured professional communication with clients, vendors, and internal teams.

Technologies: Microsoft Office (Excel & Word), CRM & Database Management

EDUCATION

- **Higher National Diploma (HND), Computer Science**
Yaba College of Technology, 2018
- **National Diploma (ND), Computer Science**
Lagos State Polytechnic, 2014

CERTIFICATION

- **Virtual Assistant Certification**
Career Crafters Academy
- **Data Analyst Certification (Excel, Power BI, SQL)**
Hagitech
- **Google Certificate in Digital Marketing Fundamentals**
- **Diploma in Desktop Publishing**

